Chapter 15
ANG
OPERATING PROCEDURES

A. SYSTEM ADMINISTRATION (CHAPTER 4)

1. TASK - System Focal Point.

Introduction: Responsible for the functional operation of all computer hardware, software, LAN and telecommunication (voice, data, video and imaging) systems within the OPLOC. Provide an information management focal point for ADP technology and telecommunications.

ANG will act as a liaison between local Communication Squadron (SC) and the
OPLOC.

2. TASK - Local Area Network, Electronic Mail, Focal Point.

Introduction: Administrator for LAN, E-Mail, and WAN.

ANG will act as a liaison between local Communication Squadron (SC).

3. TASK - Telecommunications Focal Point

Introduction: Serves as office of primary responsibility for all current and new telecommunication issues (voice and data). All billings related to telecommunication issues will be controlled and certified by the Directorate of Administration.

ANG will act as a liaison between local Communication Squadron (SC) and the OPLOC.

✶4. TASK - Open and Close Inquiries.

(These tasks are accomplished by the OPLOC)

Introduction: Validate the GAFS database. Process the OP-STATUS transaction to open GAFS for business. Validate balancing products in CPAS prior to opening database.

a. Contact Systems Administration for any system problems.

b. Contact OPLOC in advance for weekend or extended on-line time

5. TASK - Computer and Products Schedule.

Introduction: Responsible for all scheduling of computer programs.

a. Forward product requests to the OPLOC monthly. Coordinate any special products via phone or fax. Ensure Budget receives a copy of the schedule.

b. Coordinate with OPLOC Systems Administration of any schedule changes required due to mission requirements. Notify Systems Administration 24 hours before output product is needed.

6. TASK - Perform Table Maintenance.

Introduction: Responsible for maintaining accounting system tables for appropriations in the GAFS for the BQ system.

Coordinate any changes required with ARF Branch at OPLOC.

✶7. TASK - Security Administration.

Introduction: Focal point for all ADPE systems security.

a. Establish primary and alternate Terminal Area Security Officer (TASO) with the local base BNCC.

b. Coordinate the following items with the base communications group/squadron/base network control center. Follow Air Force and NGB directives:

(1) Software inventory.

(2) ADPE inventory.

(3) Hand receipts of equipment being repaired/taken TDY.

(4) Terminal security training.

(5) Resource protection.

NOTE: This task can be delegated to anyone in the Comptroller Division.

8. TASK - Defense Mega Center (DMC) Liaison.

Introduction: Serves as the accounting systems liaison between OPLOC, ANG, and DMC.

a. Appoint on-line system focal point (TASO) to the base communications group/squadron and to the OPLOC.

b. Contact OPLOC for systems problems.

✶9. TASK - Technical Training

Introduction: Training responsibilities.

a. ANG will provide initial IAPS, IATS, and ATRAS training.

b. OPLOC will provide all specialized training excluding initial training (i.e. Louis II, Louis Link, ect.).

✶10. TASK - Small Computer Technical Support.

Introduction: Responsible for ensuring all personnel have adequate small computer hardware and software.

a. Use local base procedures to requisition new small computer equipment and software. The ADPE equipment custodian can be anyone in the Comptroller Division. Prior to purchasing any equipment connecting to a DFAS owned system, coordinate with your ANG/HQ and OPLOC.

b. Upon receipt, set up equipment and install software.

c. Provide training on new equipment/software.

11. TASK - Interface Control.

Introduction: Responsible for monitoring all incoming and outgoing interfaces affecting the OPLOC databases.

ANG tasking is limited to validation and correction of interface. The OPLOC schedules all interfaces.

✶12. TASK - File Transfer.

Introduction: Ensures file transfer for data files occurs between ANG, OPLOC, DFAS-DE, and DMC, DFAS-CO, or other bases.

a. Contact OPLOC for assistance.

b. Use the File Transfer Protocol (FTP) whenever possible.

✶13. TASK - On-Line Print Monitor.

Introduction: Designates personnel to handle the distributive print process. Ensure all output products are directed to the proper print areas. Also ensure adequate paper supplies are available to operate on a day-to-day basis.

NOTE: Each ANG FM should establish their own distributive on-line station with FM unique print Que.

a. ANG unit will work with their respective Communications Squadron (SC) at Base Level.

b. Coordination may be required between Systems Branch at the OPLOC and local ANG Communications Squadron.

c. Notify Systems Branch at OPLOC of product requirements.

14. TASK - Personal Computer troubleshooters.

Introduction: Serve as the personal computer minor maintenance technicians for the OPLOC.

a. If your base has a small computer maintenance contract, contact the local base communications group/squadron for required service. This is handled by the Comptroller ADPE custodian.

b. Use hand receipts on equipment leaving the office.

15. TASK - Gather Information Resource Plans Data.

Introduction: Coordinate systems requirements.

Coordinates with local ANG Communications Squadron the required computer/LAN equipment as needed to support the taskings.

16. TASK - Support Development of Information Technology Budget and Budget Estimates.

Introduction: OPLOC focal point for computer systems purchases and/or replacements.

a. Follow local base procedures for budget submission through the Comptroller resource advisor.

b. The Unit Resource Advisor provides format for budget submission.

17. TASK - Ensure Implementation of Information Resource Management Policies from Defense Finance and Accounting Service Headquarters and Defense Finance and Accounting Service Denver Center.

Follow published guidance provided by DFAS HQ, DFAS-DE, and FSADE.

18. TASK - Track Performance of Service Providers.

Introduction: Maintain control logs for all computer systems downtime and slow response times.

No action required.

19. TASK - Coordinate Facility/Technology Requirements.

Introduction: Ensure the plan for facility and technology enhancements are coordinated throughout the proper approving authorities.

Coordinate as required with local Communications Squadron (SC), local Base Civil Engineer and the OPLOC as required.

20. TASK - Provide Risk Analysis and Security Assessment.

a. Follow local base procedures.

b. Contact base communication flight for guidance.

✶21. TASK - Provide Systems Management.

Introduction:

- Plan and direct implementation of new or revised systems.

- Provide technical guidance for systems maintenance.

- Approve accounting data automation schedule.

- Develop/recommend local system enhancement.

a. Receive system release information from the BNCC and provide to the branch and FMA as required.

b. Coordinate downtime with base customers.

c. Coordinate additional on-line time with the OPLOC at the earliest possible time.

d. Technical guidance on system maintenance that can not be answered by the ANG is answered by the base communications flight. Coordination is made with the OPLOC.

e. Coordinate requirements for local Louis II, QLP, MAPPER, or other retrievals as required to meet the base mission requirements with the OPLOC.

f. Designate a system liaison (for each ADS) to the OPLOC.

✶22. TASK - Maintain Data Table and Perform Master Record Changes.

Introduction: Maintain GAFS base variable file (NBQ610). Maintains CPAS Validation and Data Manager Tables (AFMCM 177-417).

Contact OPLOC Systems Administration to add or delete OAC/OBANs and SRANs for changing the base variable file (NBQ61X).

✶23. TASK - Validate/Establish/Manage Systems Access Authority (System Security).

Introduction: TASO is responsible for maintaining master User ID/password access list and the following:

a. Follow base procedures for appointing TASOs.

b. Report any security violations to the base communications group/squadron and the OPLOC.

c. Obtain new security passwords from the OPLOC.

d. Personnel moving to a different section must have their security access and privileges reviewed. Changes must be coordinated with the OPLOC.

e. Computer users that are locked out for a User ID/password violation, will contact the TASO for resetting existing user ID/password.

24. TASK - Develop "Ad Hoc" Computer Queries for Customer Requests.

Introduction: Develop retrievals using many different software applications.

Inform OPLOC of requirements. CPAS users will develop their own dataqueries. Running dataqueries during duty hours requires prior coordination with System Administration at the OPLOC.

✶25. TASK - Provide Systems Training to Users.

Introduction: Identify and ensure computer systems training requirements are met.

a. With coordination from OPLOC, develop comprehensive training program on system usage, i.e., TIP, DEMAND, Louis II advanced retrieval system, QLPs, PaperView, List Enhance, CPAS Tutorial, On-Line Print, and any other system developed.

b. Monitor Comptroller Systems Newsletter published by the Standard Systems Group (SSG) for new developments in software and prepare training program to meet the new requirement (available on Internet).

✶26. TASK - Analyze Systems Effectiveness; Resolve/Reconcile/Report Problems, as Required.

Track and report problems/slow responses to the OPLOC.

27. TASK - Delete Parameter Records.

This is used to delete flagged optional product programs that have not finished (FINNED) properly.

If message "Program NTQ*** is running, see AFM 171-390; contact OPLOC System Administration for corrective action.

B. ACCOUNTING: OPERATIONS DIVISION (Chapter 5)

BUSINESS FUNDS BRANCH

✶1. TASK - Indicative Data Loads/Target Loads.

Process Project Fund Management Record (PFMR) Function Codes, Targets, and indicative data changes to update accounting information in Standard Base

Supply System (SBSS), Funds Control Module, Medical Logistics (MEDLOG), FIABS, SCID (DO35K) and System Designator for the General Accounting and Finance System (base level) (BQ).

a. Receive request for new PFMR, load, or target load from customer.

b. New PFMR or changes to existing PFMRs:

(1) Validate requests and compare to RC/CC coding package for accuracy of indicative data.

(2) For self: Complete localized request form for PFMR and forward to OPLOC/AOB for processing 1PF transaction, which will create a PFMR. AOB will notify ANG that a PFMR number has been created.

(3) Forothers: Same as step 2 except OPLOC/AOB needs copy of Funding Document.

c. Target:

(1) Assign a control number.

(2) Load targets using ORG screen.

(3) File applicable documents.

✶2. TASK - Audit SBSS Daily Products.

Perform required audits and make applicable corrections and distribute products in accordance with AFM 177-206. (ANG will perform the following audits)

a. Verify fund authorization amounts shown on Part 2 of the D08 are in agreement with GSD funding authorization documents received (AFM 177-206, section 8).

b. Determine if actual obligations and commitments shown in part 2 of the D08 agree with DWCF General Ledger. Share this responsibility with the Funds Manager.

3. TASK - Audit SBSS Monthly/Quarterly Products.

Perform required audits and make applicable corrections and distribute products in accordance with AFM 177-206.

Monthly, reconcile funding authority and commitment documents to the MO7. Monthly reconcile issues and obligations to the MO3.

✶**4. TASK - Audit Medical Products**.

Perform required audits and make applicable corrections and distribute products in accordance with AFM 177-383.

a. Insure the indicative data is loaded in the Medical PFMR's.

b. Insure funds distribution is handled via AF Form1269 or authorized local form.

c. Medical supply inputs fund targets into PFMR and ANG FM inputs fund targets into BQ.

✶**5. TASK - Materiel Expense Interface (SBSS/MEDLOG)**.

DWCF purchases, expenses and obligations are initially incurred/recorded in the supply systems (SBSS and MEDLOG). To record these expenses and obligations in GAFS, interface "expense" transactions produced by SBSS and MEDLOG. The GAFS NBQI00 program matches the expense transactions to FSR/PSR records through a batch process and then processes them as a pseudo input. FSRs and PSRs must be coded with applicable PC codes for expense transactions to match up.

a. The ANG will clear all SMAS rejects to include MAFR "9" coordinate with AOR Branch.

b. All MAFR 9 rejects must be cleared by COB the day the reject listing is received. Any exceptions or deviations must be coordinated with OPLOC.

c. ANG site should receive pseudo remote listings when made available by OPLOC systems or SSG.

✶6. TASK - Supply/BQ Reconciliation.

Balance obligations, expenses and targets in SBSS/MEDLOG with the BQ system. Use individual site code or identifying data for each base interface.

a. Receive NBQE60 program after each interface with Business Funds Recon Branch.

b. Research out-of balances (AFM 177-370, chapter 48). Make corrections of obligations at the DSR level. Obtain correct DSR from ODL. Numerous out of balance conditions could reflect duplicate or missing interfaces.

c. Prepare the reconciliation lists in six sections:

(1) Section A -- Current Fiscal Year Matched Records. For matched records (when an "R" record matches a PSR). When everything matches (accounting data in the PSR plus targets, expenses, and UOO), only a total line for each MFP within an OBAN is printed. If the accounting data matches but expense or obligation dollar amounts do not match, then the "R" transaction amount, the PSR amount, and the difference prints. The difference amount always prints as a positive amount as the error could be either in the "R" transaction or the PSR.

(2) Section B -- Current Year Unmatched R Records. This section prints when "R" records are input that do not match a PSR in the BQ System. This means that you have an OCCR loaded in the SBSS (or a CCR in the MEDLOG) with some data loaded which does not match exactly with the data loaded in any PSR. You should also have received rejects on the interface of the "E" card images which were identified as "NPS". Review these records with Accounts Control to determine which data are incorrect, the PSR data or the OCCR and PFMR data, and correct the applicable data records.

(3) Section C -- Current Year Unmatched PSR. This section prints when a PSR is loaded containing SMA Code Z and a Sub-SMA Code matching one of the SRAN Linkage Files (61C). Anything appearing on this list could have been input manually when someone was trying to correct something. Check the selective transaction history lists for each month to determine if there was manual input over a

remote. Normally, updates to all of the detail PSRs should be by "E" transaction interface and batch processing. Also check these details against details in the Section B list and look for transposed numbers in the data.

(4) Section D -- Prior Fiscal Year Matched Records. All data and use are the same as for section A, except that this section applies to PFY records.

(5) Section E -- Prior Year Unmatched R Records. All data and use are the same as for section B, except that this section applies to PFY records.

(6) Section F -- Prior Year Unmatched PSR. All data and use are the same as for section C, except that this section applies to PFY records.

NOTE: Input corrections into BQ or applicable supply system. Those adjustments requiring SBSS inputs, will be coordinated with the OPLOC.

7. TASK - AVFUELS Processing (M28).

All duties performed by the Base Fuel Management Office.

ANGRC ONLY

8. TASK - Reclaimed Fuel.

Processing of credit for contaminated aviation fuel.

ANGRC ONLY

9. TASK - Sale of Bulk Fuel to Army/Air Force Exchange Service AAFES). Overseas only.

No action required

✶10. TASK - Review Open Document Listing (Business Operations Fund)

Monthly reconciliation of ODL with hardcopy documents and SBSS/MEDLOG.

a. Monthly, reconcile funding authority and accountability documents to the M07.

b. Make corrective action to the M07 or allotment ledger.

c. Load annual and quarterly funding authority and accountability for investment equipment items (applies to both GAFS and Supply Systems).

d. Make corrections to the necessary side only.

11. TASK - Fuels Sales Analysis Report M27

Reference AFM 177-206, Section 45.

No action required.

✶12. TASK - Trial Balance (DWCF). (Reference AFM 177-383 and Handbook for Base Level Materiel Accounting, Prepared by DFAS-DE/ANBL.).

Standard Materiel Accounting System (SMAS) Trial Balance is the result of interfaces from the supply systems, posting with GLA updates from Journal Vouchers, and data extracted from the J3A and 13A tapes from the BQ system. AFM 177-383 is the manual which covers trial balance preparation.

No action required.

13. TASK - M28 Aviation Fuels Billings.

No action required.

14. TASK - Process Cash Sales.

No action required.

15. TASK - Process/Record Refunds Receivable From Vendors.

16. TASK - Update Foreign Currency.

No action required.

17. TASK - PFMR Fund Availability.

Management notices are received from SBSS.

907 REJ - INPUT EXCEEDS PROJECT FMR FUND BALANCE.

Note: The XP amount shown on line four is the amount of funds required to be loaded in the PFMR in order to either (1) release the serviceable balance in the ITEM-RECORD (101) record, or (2) establish a DUE-OUT-DETAIL (205) record.

ACTION: Send the original and one copy to the resource advisor identified on line 6, one copy to the funds management section, and one copy to the Business Funds Branch when 4-par DD 1348 Form-1, DOD Single Line Item Release/Receipt Document, is used. The resource advisor contacts the budget officer for resolution of the reject notice. The budget officer determines the action to be taken: deny fund request, authorize additional funds, or authorize use of TEX code 3 on the TRIC ISU. The budget officer returns a copy of the reject notice authorizing use of TEX code 3 to DAO materiel section. DAO must concur with the use of TEX code 3 before processing to preclude over-obligation of funds. DAO PROGRAM: NGV932

A911 MGT - PROJECT FMR ALLOTMENT EXCEEDED BY $__.

ACTION: Send the original and one copy to the resource advisor identified on line 5, one copy to the Business Funds Branch, and one copy to the funds management section. The resource advisor contacts the budget officer for resolution of the management notice. The budget officer should resolve problems associated with targets being exceeded for funds managed by the budget office, including all separately funded tenants. The materiel SMA should resolve notices pertaining to funds for other activities being supported by funding documents. See DFAS-DER 177-102, chapter 8.

DAO PROGRAMS: NGV951 and NGV932

18. TASK - FIABS Daily Audit Requirements.

Perform required audits and make applicable corrections in accordance with AFMCM 177-24.

Assist OPLOC in performing causative research relative to errors and questionable data/transactions.

19. TASK - FIABS Monthly Audit Processes.

Perform required audits and make applicable corrections in accordance with AFMCM 177-24.

Not applicable.

20. TASK - Audit FIABS as Required Products.

Perform required audits and make applicable corrections in accordance with AFMCM 177-24. Although these products are as required, they are normally generated on a monthly basis. They may, however, be run more frequently. They should be audited whenever produced.

Not applicable.

21. TASK - FIABS/BQ Interface of Expense, SALES, and GFGL Updates (E, S, and Z Records).

Not applicable.

✸DEPOT MAINTENANCE ACTIVITY GROUP (DMAG) - CONTRACT.

NOTE: THIS SECTION NOT APPLICABLE TO ANG**.**

✸DEPOT MAINTENANCE ACTVITY GROUP (DMAG) - ORGANIC (AIR FORCE)

NOTE: THIS SECTION NOT APPLICABLE TO THE ANG**.**

✸DEPOT MAINTENANCE ACTIVITY GROUP (DMAG-AF) DEPOT MAINTENANCE MANAGEMENT INFORMATION SYSTEM(DMMIS).

NOTE: THIS SECTION NOT APPLICABLE TO ANG**.**

COST ACCOUNTING BRANCH

NOTE: THIS SECTION NOT APPLICABLE TO ANG**.**

RECEIVEABLES BRANCH

The following are general guidelines to appropriation refund and reimbursement procedures. This section covers OPLOC reimbursable transactions within and between appropriation and fund accounts of the Air Force, other departments, and agencies within DOD and United States government agencies outside the DOD. It also applies to transactions with private individuals, firms, and corporations furnishing commodities or services where reimbursement is made to Air Force appropriations or payment is made to deposit fund accounts.

There is a difference between appropriation refund and reimbursement criteria. Appropriation refunds are collected recoveries of advances and recoveries of erroneous payments or overpayments. Refunds are a reduction of expenses and are processed against the appropriation and fiscal year that the expense was recorded. Appropriation reimbursements are amounts earned and collected for property sold or services furnished to an authorized customer. Reimbursable authority may either be specifically or automatically apportioned. The cost of the materiel or service is first paid for by the activity providing the service and reimbursed or paid back by the activity requesting the materiel or services. For detailed criteria, see AFR 177-101, chapters 21 and 22; AFI 65-601, Vol 1; DOD 7000.14-R, Volume 14; and DFAS-DER 177-102, part 5. Billing and collection procedures are explained in DFAS-DER 177-102, chapter 29. It is important to be knowledgeable with these references as they will become your guidelines for working within the Receivables Branch.

We will not write all procedures within this desktop Guide, but will give you general guidelines and references to all applicable regulatory guidance necessary to perform your job. Some general processes that apply to all accounts receivables will be covered here and should be applied in all areas even though they are not repeated in each task breakdown.

Unfilled Customer's Order (UFO), balance ID "D", represents the amount of customer orders received, i.e., the DD Form 448, Military Interdepartmental Purchase Request (MIPR), DD Form 185, Project Order, or other reimbursable orders. They should be posted upon receipt of estimated customer orders.

When bills are received or generated, Filled Customer's Order Uncollected (FCOU), balance ID "F", and processed, process a posting code of "D" to "F" for the amount of the bill into the BQ system to record the earned reimbursement.

Record an estimated FCOU at the end of each month to accrue earnings if billing documents can't be processed by month-end. Upon receipt and processing of information authorizing preparation of the bill, adjust the estimated FCOU to the actual amount.

As reimbursable expenses are incurred in direct authority, Fund Type "L", "A", or "C" , generate and record the earnings in Fund Type "M" or "J" reimbursement records per periodic information received from the performing activity. Record the reimbursable obligations that remain uncollected at FY end in sales coded Fund Type "L" records (also, fund "A" and "C" depending on sales code and BPAC) as a UFO in the same FY (reference AFR 170-9). Record the earnings for the last month of the FY that are not billed before the end of the FY as a FCOU and replace by actual bills when processed in October. Reconcile prior year accounts (balance ID "O") monthly and adjust any sales coded obligation adjustments (Fund Type "L" records and also Fund Type "A" and "C" depending on sales code and BPAC). For a description of fund types, see AFM 177-370, paragraph 5, 4H.

When a no check drawn (NCD) transaction is vouchered or a check is collected, the collection posting should use a post code of "F" to "R" which affects MAFR. Balance IDs "D", "F", and "R" are referred to as gross orders, and "F" and "R" are earned reimbursements.

Accounts receivable technicians reconcile hard copy documents to the Open Document Listing prior to the Data Base Transfer (DBT) 7801 report being run by the Reports and Analysis Branch. Fund types used vary from "L" and "M" for O&M fund code 30, to "A", or "C", and "J" for the RDT&E fund code 29, the Military Family Housing fund code 83, and the DWCF-T fund code 68. The balance IDs involved are "J" for Anticipated Reimbursements, "W" for Quarterly Anticipated Reimbursements, "D" for Unfilled Customer's Order (UFO), "F" for Filled Customer's Order Uncollected (FCOU) and "R" for Filled Customer's Order Collected (FCOC).

Waive reimbursement and defer billing for transfers between Air Force and Department of Defense agencies, except for Defense Business Operations Funds (DWCF), when the cumulative value of materiel or services furnished is less than $125 in a fiscal quarter. Defer billing until cumulative reimbursable charges in a fiscal quarter are $125 or more. Once a bill has been rendered in a quarter, bill that customer for each succeeding month in the quarter regardless of amount. See DFAS-DER 177-102, paragraph 29-1 for additional guidance.

Accounts receivable reporting and determination of the time period, before transfer of receivables, requires aging. Use mechanized listing, i.e., Open Document Listing, to establish aging schedules, or use a similar manual technique. The age of accounts receivable is based on the billing date. Considering the normal payment due date of 30 days following the date of the bill, accounts 1 to 30 days old are not delinquent. Accounts not paid by the payment due date are delinquent. Age accounts receivable as required in DFAS-DER 177-102, paragraph 29-37b(1-6).

Late payment charges (interest, administrative, or penalty) are assessed and collected on delinquent accounts, unless the debt is excepted by DoDFMR 7000.14,
Volume 5, paragraph 290307, or late payment charges are not collected according to DoDFMR 7000.14, Volume 5, paragraph 290308. Assess interest charges at the rate prescribed for cost-effective discounts in DFAS-DER 177-102, paragraph 2-2(b) and follow further instructions in DoDFMR 7000.14, Volume 5, section 2903. Amounts collected are first applied to penalty, then administrative charges, then interest, and finally principal.

For delinquent accounts, interest is accrued from the date of initial billing, but assessed after the payment due date.

For debts arising from contract performance on formal numbered contracts, interest is accrued according to DFAS-DER 177-102, paragraph 16-8, from the date of initial identification of the debt.

The interest rate is periodically furnished by interim message change (IMC) to 177-102.

DFAS Centers provide collection assistance for delinquent debts that cannot be collected by the OPLOC. DFAS Centers assess and collect late payment charges on the debts in their inventory. DFAS Centers are authorized to collect debts using procedures such as referral to collection agencies, reporting to credit bureaus, file matching with other federal agencies, and Internal Revenue Service income tax refund offset. Send debts for collection assistance in accordance with DFAS-DER 177-102, paragraph 29-34 and table 29-1.

Some debts are too small for the DFAS Center to pursue collection. Follow local write-off procedures outlined in DFAS-DER 177-102, table 29-1, paragraph 29-4(b) and 29-35.

Support provided foreign governments not covered under Foreign Military Sales guidance can be found in AFR 170-3, chapters 10 and 23.

All transactions input by the Receivables Branch have Processing Center (SMA Code) "R." Entries in the Open Document List and Address Directory are shown under Processing Center "R." Voucher series will be "R" for disbursement vouchers and "CR" for collection vouchers.

TASKINGS:

✶1. TASK - Disbursement Transaction Posting.

Disbursement transactions are classified according to Merged Accountability and Fund Reporting (MAFR) categories (for-self/for-others disbursements and reimbursements, locally/centrally maintained deposit accounts, etc.), type of accounting (receipts, reimbursements, refunds, or disbursements), and other related records. Vouchers need to be input into BQ by the cutoff time established by the Reports and Analysis Division to allow them sufficient time to reconcile the MAFR input. Unless authorized by the Financial Statements and Reports Branch, no input/adjustments should be made to a previous day's MAFR data. Specific instructions for entering MAFR data when processing disbursement transactions can be found in AFM 177-370, starting with paragraph 19.4 (reference AFR 177-101, chapters 16 & 27).

2. TASK - BEAMS/WIMS Refund/Reimbursement Billings.

Not Applicable.

3. TASK - OLVIMS (On-Line Vehicle Interactive Management Systems)

Not Applicable.

4. TASK - Reimbursable Billings (Other Than BOF/Stock Fund/Revolving Fund).

a. Ensure complete file of all Interservice Support Agreement (ISSA), Host Tenant Support Agreement (HTSA), or other agreements for all bases are maintained with the OPLOC, as required.

(1) Review/coordinate all support agreements annually for reimbursable items.

(2) Establish procedures to identify/ensure that reimbursable items are received monthly.

(3) Follow-up to OPR for non-receipt of billing data.

b. Receive copy of accepted reimbursable Military Interdepartmental Purchase Request (MIPR) and project orders from ANG. (DD Form 448, Military Interdepartmental Purchase Request, DD Form 448-2, Acceptance of MIPR, AF Form 185, Project Order and other miscellaneous reimbursable orders.)

(1) Prepare AF Form 406, Miscellaneous Obligation/Reimbursement Document (reference DFAS-DER 177-102, figure 10-1, par 28-2(4b)).

(2) Establish UFO in BQ (estimate) (reference AFM 177-370, section 15).

c. Receive appropriate billing documents from Air Force OPR and establish monthly billing/FCOU (actuals).

(1) Prepare SF 1080, Voucher for Transfers Between Appropriations and/or Funds (reference DFAS-DER 177-102, par 29-1), or AF Form 819, Invoice/Claim (reference DFAS-DER 177-102, par 29-21), or SF 1034, as applicable.

(2) Prepare collection for advances for Federal and non-federal customers (reference AFM 177-370, par 19.46).

(3) Forward to customer if it cannot be processed on NCD basis; otherwise, process as NCD.

(4) Establish billing file by customer.

(5) Establish FCOU in BQ (actuals) (reference AFM 177-370, section 15).

d. Prepare, process, and forward follow-up, as appropriate (reference DFAS-DER 177-102, table 29-1).

e. Validate/reconcile hard copy documents with Open Document Listing (ODL) tri-annually. (See Task 20.).

✶5. TASK - Cash/Check/By-Others Collections.

a. Pull billing documents from files.

b. Prepare DD Form 1131, Cash Collection Voucher. Attach check and back-up documentation to DD-1131. Submit original and two copies to Treasury Operations Branch at OPLOC with post codes and BQ address.

c. Review/annotate the BQ Daily Audit List to ensure input was accurate (reference AFM 177-370, paragraphs 27.11a and h).

d. Collections will be processed by the OPLOC within 24 hours of receipt.

6. TASK - Military Family Housing Charges.

Not applicable.

7. TASK - Base Accounts Receivable System (BARS), Class B Phones, Trailer Space Rental and Associated Miscellaneous Billings

Reference AFM 177-390, Volume 1.

Not applicable.

✶8. TASK - Charges for Damaged/Lost Property (Report of Survey).

a. The Air Force will investigate and issue Reports of Survey when property is lost or damaged.

b. The Air Force survey officer or other responsible official prepares pay offset documentation, i.e., DD Form 139, Pay Adjustment

Authorization, to offset pay or salary to collect indebtedness. DD Form 139 must contain "Due Process" statement or have attached consent form with member's signature per DoDFMR, Volume 7.

c. Submit offset documentation to appropriate pay system for action. For installment repayments, the second copy of DD Form 139 is input into BQ as Fund Type “T” Type Vendor Code 9.

d. Prepare DD Form 1131, Cash Collection Voucher, and forward to Disbursing Division. Reverse Fund Type “T” detail and collect to correct Fund Type “A” record.

✶9. TASK - Record Temporary Collectibles (Suspense Account).

a. Forward DD Form 1131 to the Treasury Department at the OPLOC.

b. Assist OPLOC as may be necessary.

10. TASK - Charges of Base-Level Support Services for Medical Civilian Pay.

Not applicable.

11. TASK - Acceleration Charges for Civilian Labor.

Not applicable.

12. TASK - Debt Collections.

Prepare DD Form 1131 and forward to OPLOC.

13. TASK - RCS: HAF-ACF(M)7184(DT), Selected Balances for Accrual Reporting.

Not applicable

✶14. TASK - RCS: HAF-ACF(Q)8108(DT), Report on Receivables Due From the Public.

a. Assist OPLOC in obtaining information, if required.

b. Provide the OPLOC the aging statistics on a quarterly basis. (Type Vendor Code 9's are available through the NBQI80 program) Reference 177-370. **NOTE: DFAS-DE/ANI has developed an 8108 Training package that contains recommended retrievals for data extraction and aging.**

15. TASK - RCS: HAF-ACF(A)7194, Reconciliation of Accounts Receivable.

Assist OPLOC in obtaining information, if required.

16. TASK - Dishonored Checks.

Assist OPLOC as required in recouping the double payment or dishonored check.

17. TASK - ANG Collection by Payment Offset.

Answer queries from vendors, military members, or employees regarding offsets. Work with OPLOC to provide information concerning indebtedness and offsets.

18. TASK - Refund of State Taxes.

Assist OPLOC in obtaining tax exemption certificates to assist in filing claim.

19. TASK - Tuition Refunds for Military Members.

Not applicable.

20. TASK - Validate Open Document Listing (ODL).

The ANG is responsible for total ODL Certification. Refer to applicable regulations.

21. TASK - Reimbursable Billings, Business Operating Fund (BOF) - SBSS.

NOTE: This task may be performed in the Business Funds Branch - local decision.

Assist the OPLOC by providing correct BQ addresses and insuring sufficient fund balances are available in summary addresses for OPLOC to post the M-05 billing.

22. TASK - Reimbursable Billings, Business Operating Fund (BOF) - SMAS.

NOTE: This task may be performed in the Business Funds Branch - local decision.

If ANG units are utilizing SMAS for medical unit, assist the OPLOC by providing correct BQ addresses and insuring sufficient fund balances are available in summary addresses for OPLOC to post the M05 billing.

23. TASK - M28, Aviation Fuel Billings.

Not applicable.

24. TASK - FIABS Reimbursable Billings, Business Operations Funds (BOF) and Investment Items - SMBA and GFGL.

Not applicable.

NOTE: Investment billings are processed by the OPLOC that created the billing. Do not forward FIABS investment billings to DAO-DE McClellan/FSRA (SM-ALC).

✷25. TASK: Reimbursable Billings for DMAG-AF.

Not applicable.

✷26. TASK - Aged Accounts Receivable Schedule, DMAG-AF.

Not applicable.

✷27. TASK - Transfer of Delinquent Accounts Receivable, DMAG-AF.

Not applicable.

FOREIGN MILITARY SALES (FMS).

Introduction: Delivery reporting ensures that U S Government material and services sold to foreign countries are fully reimbursed. Each OPLOC will have to develop unique procedures based on the base-level activities that will fall under their support. For example, an OPLOC may support a combination of logistic centers, product centers and other miscellaneous activities.

✶1. TASK - Processing Interfaces from SAMIS.

Assist OPLOC as necessary

2. TASK - Processing FMS Manual Delivery Reporting Transactions.

a. Product Center Deliveries.

Not applicable.

b. Logistic Center Deliveries.

Not applicable .

3. TASK - Preparation of Journal Voucher for General Funds General Ledger.

Not applicable.

4. TASK - Financial Adjustments on Report of Discrepancy (RODS).

Not applicable.

5. TASK - FMS F-5 Pre and Post Sale (PAPS) Funds.

Not applicable.

✶6. TASK - Case Managers Requests for Correction of Deliveries on Active Cases.

Assist OPLOC as necessary

7. TASK - Reconciliation on FMS Cases Prior to Case Closure.

Not applicable.

✶8. TASK - ULO Verification of Accelerated Case Closure (ACC).

Assist OPLOC as necessary

C. ACCOUNTING: REPORTS AND ANALYSIS DIVISION (Chapter 6)

ANALYSIS BRANCH (ARA)

1. TASK - Identify Potential Anti-Deficiency Act Violations.

a. Accounting Liaison utilizes daily print products and on-line inquiries to determine fund availability for each OAC/OBAN.

b. Ensure target loads are reviewed daily to determine that funding increases and decreases have appropriate supporting documentation.

c. Accounting Liaison checks the DAL after each end-of-day and monitors, reviews, and researches CSR/FSR management notices.

2. TASK - Coordinate with DOD Auditors, GAO Auditors, Inspector General Visits, Air Force Audit Agency, and DFAS-DE Visits.

Follow current USAF, MAJCOM, ANG, Wing, and Comptroller guidance for all audits, visits, and inspections.

✶3. TASK - Analyze/Interpret Installation Accounting Reports.

Review installation financial reports and contact OPLOC, if there are any discrepancies or corrections.

4. TASK - Initiate and Coordinate Analysis of Systems Operations.

Follow locally developed guidance.

5. TASK - Directorate One-Time Requirements Focal Point.

Provide information to Accounting Directorate as required

6. TASK - Serve as Directorate Training Program Monitor.

Follow local base procedures for training program.

✶7. TASK - Perform Database Validations of Data Elements in the General Accounting and Finance System (GAFS).

a. Review the FSR/PSR/DSR and CSR/FSR Zero Balance Disk Check Listings and the FSR/PSR/DSR Data Element Audit Listing, that are systematically produced from any invalid or incompatible accounting data elements.

b. Reference ANG coding package for correct accounting data elements.

c. ANG will create NBQ060/NBQ090 and coordinate with OPLOC for the correction of any erroneous data elements using QC, QF, or QP procedures outlined in AFM 177-370, section 21.

d. Review the NBQ050 listing the next day to ensure corrections were accomplished.

8. TASK - By-Others Analysis.

No action required.

9. TASK - Overall Accounting and Report Analysis.

a. Determine root cause of recurring and non-recurring accounting errors. Recommend corrective action. Follow-up to determine if results were effective.

b. Research report error(s) to determine the root cause of the error(s). Recommend corrective action and follow-up procedures to ensure corrective action was appropriate.

c. Prepare flowcharts on the work processes that are required to be completed daily, weekly, monthly, and annually; especially in the report areas and other high visibility areas of concern.

10. TASK - Perform Data Base Validations of Data Elements in CPAS.

No action required.

FUNDS CONTROL AND FINANCIAL REPORTS (ARF).

General Instructions: Ensure that reports are Sent/Received in ADRSS the day following transmission. Ensure acknowledgment of report receipt from receiving activity in E-Mail. Ensure header card is input in transmission file for applicable reports before ADRSS transmission.

✶1. TASK - Create Addresses and Validate Internal Records (Daily).

a. Use the FSR address to create the PSR address, (reference AFM 177-370, section 5.4(a), section 12, 13, and figure 16-1, 16-6, and 16-7). **Note: One CSR and one FSR per appropriation will be utilized. Exceptions will be approved by the OPLOC**.

b. After verifying data elements, create additional PSR addresses based on specific request from the GAFS users.

Verify fund code, fund type, fiscal year, responsibility center/cost center code (RC/CC), and other data elements per the AFI 65-601, DFAS-DE 170-5, and ANG coding structure package. If the data elements are not in the financial coding structure package contact base budget.

c. Validate all internal records for your installation before end-of-month.

d. If correction of internal records is needed, make necessary on-line deletions (KC/KF/KP) or coordinate corrective action (QC/QF/QP/Table C/Table D) with OPLOC.

e. All DSRs as defined in AFM 177-370, section 3.8, are established by the appropriate section.

✶2. TASK - Validate Coding of New Fiscal Year (FY) Skeleton Records and Prior Year RC/CC Conversion Listings.

a. ANG will forward a copy of the current financial coding book for the ANG bases to the OPLOCs and provide assistance as required.

b. OPLOC will provide a skeleton record file to be updated and returned to the OPLOC according to EOY scheduling requirements.

3. TASK - Process QC/QF/QP/Table C/Table D Transactions.

Introduction: These utilities are used to mass change existing records. Requests for changes are received from the Branches, MAJCOMs, base budget offices, and base financial services office. Only the OPLOC can process mass changes of internal records. Take immediate action to clear erroneous addresses.

a. Identify and verify data elements requiring corrections.

b. Coordinate with OPLOC personnel the request NBQ060, Option 1 for QC/QF/QP change, (reference AFM 177-3770, section 21.6).

c. Review output listings to ensure the anticipated results were accomplished and no disk errors occurred.

✶4. TASK - Coordinate, Audit, and Reconcile Annual Conversion, and Output Products

Reference AFM 177-370, Section 41.

a. Prior to conversion, remind budget/resource advisor to provide a list of ESP codes they want to retain through conversion.

b. Forward list to OPLOC by date established in fiscal year close-out plan.

c. Coordinate the OPLOC schedule with the base organizations.

5. TASK - BCE Integrated Transaction List

Reference AFM 177-370, Section 53.

Not applicable

✶6. TASK - Funds Control

Reference AFM 177-370, Sections 20 and 28.

Introduction: Funding documents are maintained at ANG. When the CBAS/BQ Automated Reconciliation program is implemented, the automated products will be used. CBAS will be used as the final authority for targets. The OPLOC will not load any targets.

a. Receive copy of OBAD/Allotment document from the issuing budget activity command or Air Staff. Use a locally designed spreadsheet to reconcile GAFS input to CBAS until the CBAS/BQ Reconciliation Program is implemented.

b. Receive copy of BQ/CBAS reconciliation as required and coordinate with budget office concerned on any differences between hard copy documentation and targets within BQ.

c. Monitor Reimbursable Authority to ensure all automatic apportionment's are being kept current to prevent CSR notices.

d. Instruct personnel on how to determine fund availability through the use of on-line inquiries, OBL/AL, DATAQUERY, Paperview, or MicroBas.

e. Monitor DAL or DATAQUERY to determine unauthorized use of override codes in previous days.

f. Maintain manual funds control if excessive computer downtime warrants.

g. Monitor all legal limitations to include maximum and minimum targets within the OBAN/Allotment document.

h. Research any over-commitment using CSR Management Notice List and assist with research of any over-obligation conditions. Coordinate correction with the FMA office concerned and the OPLOC.

i. ANG processes Budget Target loads.

j. Maintain fund certification letters for identifying authorized personnel at the ANG/USPFO.

k. Initiate RCS: ACCT RPT (AR) 170 - Report of Violations of AFR 177-16.

✶7. TASK - Monitor and Control Use of Override Codes (Daily)

Reference AFM 177-370, Section 6.7.

a. OPLOC must notify all override transactions generated through Materiel SF Form 1080 processing with the ANG.

b. Upon notification from the OPLOC, ANG accounting researches the request for override authority and determines why the override of appropriation is required.

(1) Accounting contacts the budget office and/or MAJCOM concerned.

(2) If additional funding is required, request additional funding authority and do not override unless national emergency exists.

(a) Accounting is responsible for approving each transaction in which an override code is used. This responsibility must not be delegated lower than the chief of Accounting.

(b) Accounting maintains a control log of all approved overrides, by transaction identity, date, and explanation. Mandatory override codes OP and OD in the interface operation are not required to be entered in the control log (reference AFM 177-370, section 6.7 and section 16.5).

(c) Accounting reviews the DAL or CA-DATAQUERY to determine if there were any unauthorized use of override action codes in previous day.

(d) Accounting maintains manual funds control if excessive computer downtime warrants.

✶8. TASK - Reconcile Budget Targets to Source Documents

Reference AFM 177-370, Section 16.

Introduction: On an as required basis, MAJCOM budget offices make changes to existing program(s) or create authorizations for new program(s). Notification of increases and decreases to funding programs are sent by message, fax, LAN, telephone memorandum, etc. from MAJCOM to base level budget. Official funding documents (OBAD) are submitted from MAJCOM to the base level budget office to support changes. These targets are part of the OPLOC's database transfer (DBT) report.

a. Input funding targets into GAFS as received from Budget. Recommend copies received are recorded in a locally designed spreadsheet for funds control.

b. Validate your DAL target inputs with hardcopy documentation.

c. Monitor DAL to determine unauthorized use of override codes in previous days business.

d. Instruct all personnel on how to determine fund availability through use of on-line inquiries or researching in the OBL/AL.

e. Maintain manual funds target control if excessive computer downtime warrants.

f. Monitor all legal limitations to include maximum and minimum targets within the OBAD/Allotment document. ANG should coordinate with ARF when funds control is in balance prior to EOM DBT execution.

9. TASK - Medical Expense Data Extract.

Not applicable.

✶10. TASK - Reconcile Negative Unliquidated Obligations (NULO).

Introduction: Unliquidated obligations should normally be a positive balance.

Exceptions are progress payments, civilian pay summary, supply summary addresses, travel advances, and refund receivables. A negative AEU/positive AEP in a Supply/Medical Summary DSR indicates a credit was processed in the supply system. Suspicious credits are researched through the Business Funds Branch. Only exempted refund receivables as defined by DFAS-DE, are valid for 1994 and later funds. All other negative ULOs are reconciled with Vendor Pay. Vendor Pay notifies Financial Statements and Reports Branch of any management notice 0050 rejects, **"is not a positive balance,"** that is a valid negative ULO (reference AFM 177-370, paragraph 16.56).

a. OPLOC must provide ANG notification when NULO is established by OPLOC.

b. The OPLOC must perform as a minimum initial contact for missing documents.

c. Provide assistance to the OPLOC on any NULO items.

d. For NULO other than missing vouchers/documentation from By-Others cycles the ANG is responsible for follow-up and research.

11. TASK - RCS:ACCT RPT(M)1445 - Flash Report of Obligation Status (Monthly).

No action required.

References: AFM 177-370, section 80.
AFR 177-101, chapter 29, section M, paragraph 29-85.

12. TASK - RCS: ACCT RPT(M)1506 - Foreign Currency Fluctuation Report (As Required).

No action required.

References: AFM 177-370, section 29.
AFR 177-101, chapter 29, section Q, paragraph 29-111.

13. TASK - RCS: ACCT RPT(RS)3732 - Report of Obligations Incurred Under Authority of Section 3732 (As Required).

No action required.

Reference: AFR 177-101, chapter 29, section D, paragraph 29-28.

14. TASK - RCS: HAF-ACF(M)7184(DT) - Selected Balances for Accrual Reporting (Monthly).

No action required.

Reference: AFR 177-101, chapter 29, section H, paragraph 29-61.

15. TASK - RCS: CSFA-216 - Status of Allotment Reporting, Army Funds (Monthly).

No action required.

Reference: AFR 177-101, chapter 29, section B, par 29-14.

16. TASK - RCS:HAF-ACF(AR)7801 - Status of Funds Database Transmission (Monthly).

Ensure all prior month funding targets are loaded before DBT is scheduled.

References: AFM 177-370, sections 67 & 75.
AFR 177-101, chapter 29, section A, paragraph 29-1.

17. TASK - RCS:HAF-ACF(AR)7801 (Sup) - Recovery Of Prior-Year Obligations (Monthly).

NOTE: This report has been temporarily suspended. See DFAS-DE/ANAC message 111600Z JAN 95.

a. Provide assistance to the OPLOC in cases where the cause of the deobligation cannot be determined.

Reference: AFR 177-101, chapter 29, section A, paragraph 29-9(b).

18. TASK - RCS: HAF-ACF(AR)7801 (Sup) - Recovery Of Prior-Year Obligations-DOD Wide Appropriations.

See TASK 17

19. TASK - RCS: HAF-ACF(AR)7801 (Sup) - Military Personnel Appropriation Reimbursement Data (Monthly).

No action required.

References: AFM 177-370, section 75.
AFR 177-101, chapter 29, section A, paragraph 29-9(a).

20. TASK - RCS: HAF-ACF(M)7801 (Sup) - Negative Unliquidated Obligations (Monthly).

No action is required.

Reference: DFAS-DE Messages.

21. TASK - RCS: HAF-ACF(AR)7801 Sup - Analysis of Unobligated Reimbursable Authority (Annual).

No action required.

Reference: DFAS-DE 170-9.

22. TASK - RCS: HAF-ACF(AR)7801 Sup - Schedule of UFOs Moved Forward to Next FY (Annual).

No action is required.

Reference: DFAS-DE 170-9.

23. TASK - RCS: HAF-ACF(AR)7801 Sup - Certification of the Air Force Cadet Fund (Annual).

No action required.

References: AFR 177-370, section 5.
DFAS-DE 170-9, section C, paragraph 15.

24. TASK - RCS:HAF-ACF(AR) 7801 Sup - Annual Schedule of Independent Unliquidated Obligation Reviews (Annual).

No action required.

References: AFR 177-101, chapter 29, section A, paragraph 29-9;
DFAS-DE 170-9.

25. TASK - RCS: HAF-DPM(Q)7503 - Appropriated Fund Support to Non-Appropriated Activities (Quarterly).

Not applicable.

References: AFM 177-382.
AFR 177-101, chapter 26, paragraph 26-1.

✶26. TASK - RCS: HAF-ACF(Q)8108 - Report of Accounts and Loans Receivables Due from the Public (Quarterly).

Provide aged data to AOR at OPLOC on quarterly basis.

References: DFAS-DER 177-102, chapter 41
ILC dated 2 Sep 94.

27. TASK - RCS: HAF-ACF(Q)7163 - Request for Transportation Audit Data (Quarterly).

No action required.

NOTE: This report is only done at overseas locations.

Reference: AFR 177-101, chapter 29, section J, paragraph 29-69.

28. TASK - RCS: DD-COMP(AR)1536 - Report of Panama Related Costs (As Required).

NOTE: This report is only accomplished at Howard AFB, Panama.

Not applicable.

Reference: AFR 177-101, chapter 29, section P, paragraph 29-103.

29. TASK - RCS: HAF-ACF(Q)8801 - Management Expense and State Data for Air Force Forest Management Program (Annual).

Not applicable.

Reference: AFR 177-101, chapter 31.

30. TASK - RCS: HAF-CVA(Q)7113 - Report of Contingency Expenditures (Quarterly).

Introduction: This report is a base-level responsibility. Preparation can be a ANG/FMA/Protocol function.

Not applicable.

References: AFR 177-101, chapter 29, section C
AFI 65-603.

31. ASK - RCS: DD-COMP(SA)1466 - Report of Expenditures in Support of Secret Service (Semiannual).

No action required.

References: AFR 177-101, chapter 31, section D
AFM 177-102, chapter 35.

✶32. TASK - Monitor and Age Locally Maintained Deposit Funds

Reference DFAS 177-101, Section G.

Provide assistance to the OPLOC if necessary

References: AFM 177-370, section 13, paragraph 13.7
AFR 177-101, chapter 27, section G, paragraph 27-53

✶33. TASK - RCS: HAF-ACF(SA)7105 - General Funds General Ledger (Other than Stock & Industrial Fund) (Quarterly).

References: AFM 177-370, sections 70 & 90.
AFR 177-101, chapters 12 & 13
AFP 177-31.

a. ANG will have the GFGL data updated NLT the 7th calendar day of the month.

b. OPLOC will provide technical assistance if needed.

c. Q03 and M17 OPLOC will provide assistance in obtaining if needed.

34. TASK - RCS: IRCN 1032-OPM-MO - Monthly Report of Federal Civilian Employees (Monthly).

No action required.

Reference: AFR 177-101, chapter 31, section C, paragraph 31-12.

35. TASK - Year-End Focal Point for the Accounting Directorate.

a. Use OPLOC, MAJCOM, and base fiscal year-end close-out checklists.

b. Assist OPLOC with EOY activities as deemed necessary by OPLOC and base level comptroller.

c. ANG Comptroller representative from each OPLOC will be appointed to close-out committee at each OPLOC.

36. TASK - Monitor Interface Processing (Reference AFM 177-370, Section 49).

Not applicable.

✶37. TASK - Bi-Weekly Personnel Cost Report (M10).

OPLOC will provide to ANG

ACCOUNTING REPORTS – MAFR BRANCH (ARM)

✶1. TASK - For-Others Voucher Processing.

Introduction: For-Others Processing: These disbursement and collection transactions cite an accountable station number other than the station making the disbursement or collection. The accountable station for-others hard-copy vouchers may be another Air Force, Army, Navy, Marine Corps, Coast Guard, or Office of Secretary of Defense activity (stations not assigned to the paying OPLOC).

a. If ANG makes a payment involving a for-others transaction through the OPLOC, include one complete copy of voucher payment with all supporting documentation with the daily mail distribution the day before MAFR date to the OPLOC/ARM.

b. Forward a courtesy copy to the accountable ADSN

c. Transmit to the OPLOC/ARM by FAX if necessary to meet reporting dead lines.

2. TASK - RCS:HAF-ACF(W)7112 - Cycle Report of Voucher For- and By-Others (Weekly).

References: AFM 177-370, sections 19 & 77.
AFR 177-101 chapter 29, section F, paragraph 29-42.

Not applicable.

3. TASK - RCS:HAF-ACF(W)8702 - Cycle Report of Voucherless Travel For- and By-Others (Weekly).

References: AFM 177-370, sections 20 & 77.
AFR 177-101, chapter 29, section S, paragraph 29-124.

a. Ensure all fund codes that can be processed as voucherless are processed accordingly.

✶4. TASK - Receive Cycle Report of By-Others From DFAS-DE.

Introduction: By-other cycles consist of transactions that are paid or collected by another Disbursing Station (other than your ADSN), forwarded to DFAS-DE for forwarding to the appropriate Accountable Station (OPLOC). The OPLOC distributes documents to ANG for posting to their General Accounting and Finance System (GAFS). The information is forwarded to the Accountable Station either manually with hard copy documentation, electronically via BLAMES, or both. To review the different types of registers, see AFR 177-101, section E, chapter 27, paragraph 28.

a. Upon receipt of the vouchers and register, ensure obligations are established. ANG must within 3 days of receipt review By-Others packages for reroute process established by OPLOC.

b. Prepare the SF-1081's for adjustment to include action codes, post codes, FSR/PSR/DSR as necessary and forward to OPLOC/ARM for processing. To ensure you have a valid reject, research AFR 177-101 chapter 27 paragraph 30. Coordinate with OPLOC ARM before preparing AF Form 1543 with supporting documentation and forward back to the OPLOC.

c. Prepare and forward a copy of all Journal Vouchers (JV) to Accounting Reports and MAFR Branch at the OPLOC the day the voucher is processed. JV numbers schemes will be IAW OPLOC instructions.

d. ANG must process all By-Others cycles to include corrections by indicated suspense date.

5. TASK - Receive, Verify, and Report Incoming Interfund Transactions (Daily).

Introduction: Interfund Buyer Processing: The interfund billing system applies to issues or purchases of stock fund/business fund and appropriations financed by Department of Defense Activities.

a. Assist OPLOC in clearing rejects. Research between the OPLOC and installation level supply organizations; Medical Logistics and Supply's Fund Manager. Reference Item II, Section C, Task 5.

✶6. TASK - Daily Merged Accountability and Fund Reporting (MAFR) Reconciliation (Daily).

Introduction: Management at all levels must place a high priority on MAFR balancing. This has ANG/FMF priority.

Reference: AFM 177-370, section 20, paragraph 20-58

a. Ensure all MAFR and corrections are input to GAFS by the time set by the OPLOC.

b. After notification from the OPLOC of MAFR out of balance, ANG will research and correct or notify the OPLOC Disbursing Section of corrections needed for cash accountability.

c. Notify OPLOC as soon as daily cash accountability is input and corrected.

d. No MAFR will be scheduled by ANG on a nonduty day.

7. TASK - RCS: HAF-ACF(M)7113 - Monthly Package Reports of Disbursements and Collection Transactions (Monthly).

References: AFM 177-370, sections 36, 78 & 79.
AFR 177-101, chapter 29, section G, paragraph 29-49.

No action required.

8. TASK - RCS: DD-COMP(W)1445 - DWCF Flash Cash Report (Weekly).

No action required.

✶9. TASK: MAFR Recons and Suspense's.

Introduction. MAFR Recons are caused by differences in the RCS: HAF-ACF(M) 7113 report cumulative balances submitted by the OPLOC as compared to the cumulative balances computed by DFAS-DE/ADA.

Suspense's are caused by differences between the Fund Code/Fiscal Year totals reported on the RCS: HAF-ACF(W)7112 and

RCS: HAF-ACF(W)8702 reports as compared to the RCS:HAF-ACF(M)7113 report (DJ and VJ records).

a. ANG is responsible for correcting their recons created prior to merging with the OPLOC. All Recon corrections will be coordinated with the OPLOC.

b. All recons created after merger must be cleared by the suspense date established by the OPLOC.

10. TASK: RCS:DD-COMP(Q)743 - International Balance of Payments (Quarterly).

References: AFM 177-370, section 91.
AFR 177-101, chapter 28, paragraph 28-8.
Air Force Data Dictionary.

Attention to detail is essential when using IBP and category codes when inputting transactions into GAFS through ATRAS.

11. TASK - Monitor and Control Use of Bypass Codes (Daily)

Reference AFM 177-370, Section 6.7.

Introduction: Bypass action codes are financial transaction overrides of computer system edits such as data elements not on the MART and when a new appropriation and/or fund code is created by Air Staff and MAJCOM. For CPAS, bypasses of computer systems edits can only
be accomplished by updating validation tables.

Coordinate with Accounting Reports - MAFR Branch prior to processing MART bypass for address creations to acquire the necessary number.

D. FINANCE: VENDOR PAY AND TRAVEL DIVISION (Chapter 7)

✶INTERGOVERNMENTAL.

NOTE: All BQ PSRs related to Government Branch processes (excluding stock fund interfund) should be created using Processing Center Code of "S" for IMPAC related payments and “G” for By-Others. OPLOC disbursement/collection vouchers will use a "S" numbering scheme.

✶1. TASK - Defense Printing Service (DPS).

All bulk printing services is performed by DPS and funded by individual base organizations through the establishment of a DD Form 282. Payments are made IAW IMPAC payment procedures.

✶2. TASK - Defense Commercial Communications Office (DECCO) Billings.

A defense agency located at Scott AFB (currently) is assigned as the central paying activity to process billing information from GSA who in turn pays commercial vendors for providing DOD activities a telephone service referred to as "Federal Telecommunications System (FTS-2000)."

a. The CSO will request certification of the DCA Form 557.

b. AF Form 406 will be prepared for each fund cite as indicated on the DCA 557. Ensure MORD number is included on the DCA 557 since this number will be referenced on By-Others vouchers for OPLOC processing.

c. The CSO should coordinate any funding changes, increases/decreases through the ANG.

d. In dealing with the Communications Services Officer (CSO) ensure they receive all advance copies of the SF 1080 from DECCO and coordinate balances with ANG FM.

e. By-Others Processing:

(1) Amounts are cross-disbursed by DECCO and received at the OPLOC as part of a By-Others register. Copy of By-Others register with voucher is forwarded to the accountable unit (OBAN) accordingly.

(2) BQ posting must match to appropriation symbol, OAC and MFP. If not, ensure appropriate adjustments are made (SF 1081 or OF 1017g). Ensure suspense dates are met.

(3) Reference Item II, Section C, Task 4.

3. TASK - MIPR/Project Orders Processing.

Funding is distributed to other government agencies by two major means, Military Inter-Departmental Purchase Request (MIPR) and Project Orders. Billing will be submitted via a check drawn SF 1080, a cross-disbursed MAFR transaction, or by processing a By-Others transaction where the paying office direct cites the MIPR/PO appropriation. Project Orders, AF Forms 185, are defined as an order placed with a government owned and operated activity such as laboratories, research facilities, and depots. Project Orders are only accepted on a reimbursable basis.

Military Interdepartmental Purchase Request (MIPR, DD Form 48):

References: AFR 170-8, section F
DFAS-DE 177-102, chapter 8
AFR 177-101, chapter 17

This is an economy act order issued by one DOD component or government agency to another DOD component or government agency. The order may be processed as reimbursable or on a direct citation basis. Under the reimbursable category (MIPR category I), performing agency accumulates costs and bills the funding agency upon delivery of ordered articles or performance of the services. Under direct citation acquisition (MIPR category II), the performing activity uses the funding indicated on the MIPR directly on obligation documents such as contracts and contract modifications.

a. Receive DD Form 448 which cites "For-Self" funding from the requesting/ordering organizations. Certify funding and input commitment into BQ.

b. Return original DD Form 448 to the ordering activity for distribution to the performing activity.

c. When the acceptance of the Category I MIPR (DD Form 448-2) (out-going reimbursable MIPR) is for the support base's funds and is received from the ANG, obligate funds retaining the MIPR number as the document ID.

d. If the supported base (ANG) is accepting a MIPR as reimbursable from another funding agency, (incoming reimbursable

MIPR) create reimbursement record using funding authority as the target.

e. Follow procedure described in TASK 4, Manual Input on Non-Interfaced Obligations, Vendor Pay Branch, Obligation Administration Section.

4. TASK - Hazardous Waste Disposal Program.

Base disposal of hazardous waste is funded locally and paid via an interfund billing process.

a. Record AF Form 1348-1, Single Line Item Release/Receipt, as an obligation document on a MORD (AF 406)/616.

b. Monthly, or as required, receive and process MILSBILLS interfund billings. CONUS bases will be automated; however, it should be noted some locations may receive hard copy SF 1080 billings from DLA.

c. Refer to Interfund Procedures for follow-up and billing adjustment procedures.

5. TASK - Miscellaneous Intergovernmental Branch Processing

Receive GBL from Base Level Transportation Offices Citing DWCF Appropriations.

a. Government Bills of Lading (GBL) - establish a AF 616 for GBLs with the transportation office. Establish the PSR under PC Code of G - Government Branch.

b. Upon receipt of GBL from transportation decommit GBL amount from AF 616. Set up GBL under the GBL number in BQ only. Wait for by-others cycle for processing.

c. Reference Item II, Section C, Task 4.

6. TASK - Interfund Processing.

a. Receive and verify the bill.

b. Process bill in BQ by date as requested by OPLOC. If adjustments are necessary, forward required documentation to the OPLOC.

c. Notify OPLOC when processed.

7. TASK - Funding Geographically Separated Units (GSU) (Outgoing MIPR, AF Form 616, AF Form 1269).

This process is used only when establishing a supply account for an organizational detachment located away from its home base. Standardize a document numbering system for AF Forms 616, AF Forms 1269, DD Forms 448 (MIPR) and AF Forms 406 (MORD).

a. Receive the request (AF Form 1269 or AF Form 616 or MIPR) from applicable Resource Advisor.

b. Assign sequential document number and log in each document, using document ID, FY and two digit base site code.

c. Certify fund availability and process commitment in BQ.

d. Return original commitment document to requester.

e. Obtain obligation documents and input obligation transaction into BQ system.

f. Reconcile funding document with the customer per procedures in DFAS-DER 177-102 and AFR 170-13.

8. TASK - DMBA - AF Customer Orders Processing

Not applicable.

9. TASK - Recording of Obligation By-Others

Not applicable

10. TASK - Commercial Contracts Paid By-Others Cycle Processing Procedures.

Reference AFR 177-101, chapter 27
CPAS Office Instruction for DFAS-Columbus Direct Payment Reporting

These cycles received from DFAS-Denver are made up of transactions that have been paid by another Defense Accounting Office (DAO), DFAS Center, or another branch of service such as Navy, Army, etc. citing ANG funds. Alpha cycles are primarily payments made by other Air Force disbursing offices or OPLOCs; cross disbursing cycles are payments by another branch of service; and numeric cycles are payments by DFAS-Columbus and Direct Contract Payment Notice (CPN) processing from DFAS-Columbus to accountable stations. By-Others cycles are received from the Reports and Analysis Division (DFAS-XX/AR).

a. Process same as By-Others register procedures. Registers will be sent from the OPLOC monthly for processing by specified due date. Reference Item II, Section C, Task 4.

11. TASK - By-Others Contract Reconciliation

Reference: AFR 177-120

The purpose of this task is to reconcile all accountable station contract obligation and expenditure balances by each ACRN/accounting line within a contract with the disbursing stations, e.g. DFAS-CO (Columbus Center).

Reconciliation is performed using the disbursing station's HAF-ACF(M)7140 Report, the Direct CPN process and the automated Reconciliation System (ARS).

a. Local units must be furnished a copy of the 7140 report.

NOTE: Recommend that the OPLOC request a waiver (from DFAS-DE) to allow contract reconciliation on an annual basis due to the shear volume. There is an initiative being developed to automate contract reconciliation's entitled the Automated Reconciliation System (ARS). Once completed, instructions will be included in these Desk Top Instructions.

12. TASK - Suspend Payments for Contracts Citing Appropriation in the "Red".

No disbursements can be made for contracts citing appropriations that the Treasury Department has reported as "Over Drawn."

a. Receive notification that disbursements are prohibited against contracts citing over drawn appropriations from SAF/FM or DFAS-DE.

b. Obtain the contract file and place it in a separate suspense file.

(1) For IAPS contracts, input status code "U" (User suspended) in the IAPS contract screen; also annotate the contract comment screen with the reason for contract suspension. (Reference AFM 177-390, Volume III, paragraph 10.3.4.6.)

(2) If invoices are pending for contracts in the "red", maintain a list of contracts and amounts being held. These items are currently required for reporting to DFAS-DE. This information, according to OPLOC procedures, must be forwarded to DFAS-XX on a weekly basis for reporting.

NOTE: To facilitate this step, recommend a Query Language Processor (QLP) be developed to extract contracts linked to specific appropriations that are over drawn.

13. TASK - Reconcile Negative Unliquidated Obligations (NULO).

Recording of payments, particularly By-Others paid by MOCAS, can cause a specific obligation authority, or more typically, a contract line item to exceed available funding.

ANGRC ONLY

14. TASK - Request Current Year Funds For Closed Appropriations.

Every organization must request current year funding for any disbursement against a closed appropriation regardless if there is an obligation recorded. An appropriation is considered closed five years after it expires. The majority of these requests will be against Central Procurement Acquisition contracts and the disbursement/expenditure would typically be made by DFAS-CO and is received on a numeric By-Others cycle. An example of an expired account would be fund code 30, fiscal year 5. Operations and Maintenance expires September 30, 1995, and any remaining obligations will be closed September 30, 2000; Fund Code 295 Research and Development (2 year funds) expires September 30, 1996, and is closed September 30, 2001. Any expenditures that occur after these dates will cite current year funding. Ensure upward adjustment package is created, as dollar amount dictates, and proper justifications are applied.

a. Requests for current year funds are initiated by the disbursing office. Forward request letters to FMA, who will provide the appropriate accounting classification to be used.

CUSTOMER SERVICE

1. TASK - Voucher Certification.

Each certifying officer is appointed in writing by the OPLOC, DFAS-XX/F, appointment letters are signed stating associates' responsibility and liability to the account holder in accordance with AFR 177-101 chapter 6, paragraph 6-28 and AFR 177-16.

Not applicable.

2. Task - Voided Voucher Processing.

Not applicable.

3. TASK - Provide Customer Service.

Answer all base customer inquiries to the best of their ability.

4. TASK - XPSR Assignments

Coordinate with Recon/Reports to create the XPSRs at the OPLOC.

5. TASK - Commitment Processing - See IAPS and CPAS Training Guide.

Process all commitment documents no later than next duty day.

- AF Form 9
- AF Form 616
- DD Form 448
- AFSC 276, Administrative Commitment Document
- AFMC 36, Purchase Request
- AF 830
- AF 185
- AFSC 277, Reimbursable Order
- NAVCOMPT 2193

- NAVCOMPT 2276
  NAVCOMPT 2275
  DD Form 156
- AFLC 49, Administrative Commitment Document
- AFLC 181, Project Order
- AFLC 306, Purchase Request
- DD Form 282
- SF 364 Reports of Discrepancy
- SF 44 (If not funded via AF 616)
- MILSTRIP Requisition

a. AF Form 9-Processing:

(1) IAPS:

(a) Receive AF Form 9 from user.

(b) Ensure accuracy of accounting classification.

(c) Assign PSR/FSR by using address directory/PAPERVIEW inquiry. Create addresses as needed.

(d) Ensure AF Forms 9 received from Base Civil Engineering are processed using a Civil Engineer's Workorder Number (cost descriptor BW PSR) and reflect the work order number on the hard copy document when required. Refer to AFM 177-370 to determine which RC/CCs and EEICs require a work order number and BW PSR. Ensure work order numbers are included with IAPS input. This is an extremely important item to avoid rejects when receiving reports are processed.

Remember the OPLOC does not have the PR to determine the proper work order number.

(e) Ensure the AF Form 9 or AF Form 36, or other appropriate commitment document that have a Job Order Cost Accounting System (JOCAS) Job Order Numbers (JON) are included on documents and subsequently recorded either in IAPS or if appropriate as part of the BQ transaction. Fund certifiers must ensure JON is provided during time of document certification.

(f) Input into IAPS, await DSR and certify. (Use effective date for Qualified AF Forms 9.) Load advance planning PRs with an "X" in the FY-ADV-PLAN field and the effective date of YY1001 (where YY is the new FY),"YYMMDD."

(2) Ensure X-PSR is created correctly and show all pertinent data elements.

(3) Request that personnel receive and load all AF Forms 9 with appropriate X-PSR which cite other stations' funds in order to facilitate the BCAS interface process.

NOTE: Accounting Classifications, assignment of PSR/FSR cannot be added until Year End conversion is complete.

(a) Validate accounting classification update using BQ Daily Audit List (DAL). If transactions do not appear on DAL request an IAPS BQ Transaction Status Report and locate rejected "XC" transactions. Resolve funding shortfalls and reprocess transactions using the BQ Reject fix process from the Data Entry menu (Option Q).

(b) Send original AF Form 9 to Contracting.

(c) Maintain duplicate AF Form 9 at Base Financial Services Office for three months after close of year-end. Do not forward copy to OPLOC.

(4) If commitments (AF Form 9) are received citing another station's funds, enter in IAPS if local contracting office will designate the OPLOC as the paying office. Close coordination is essential with local resource advisors in obtaining AF Forms 9 citing another station's funds.

b. AF Form 9 - Follow-up:

(1) Utilize the BCAS terminal as the main follow-up tool to research method to obtain status of outstanding purchase requests. The BCAS terminal should also be used to obtain PR numbers for contract modifications.

(2) An additional follow-up method is to utilize the Outstanding Purchase Request Follow-up Listing, IAPS optional product Option P, which should be sent to Contracting for validation.

(3) Maintain a suspense copy pending return of original list from Contracting (required action).

(4) Once follow-up list is returned from Contracting with status annotated, maintain file for proof of follow-up. If AF Form 9 is shown as not required, coordinate with resource advisor and decommit document.

(5) If contracts have been issued and obligations are still not recorded in IAPS obtain copy of contract and forward to OPLOC for immediate posting.

(6) Use Open PR Listing to determine if additional follow-up is required. Forward listing to Contracting for those PRs which require any additional follow-up.

c. AF Form 9 - Reconciliation. Reconciliation of commitments is required quarterly. However, we recommend the following actions be accomplished monthly:

(1) Run the Outstanding PR Listing

(2) Validate hard copy Form 9's to the Outstanding PR listing.

(3) Validate hard copy commitment to the BQ system using ODL as an alternative to using the IAPS optional product. (Two different validations are not required).

(4) AF Form 9's no longer in BQ or recorded in IAPS are pulled as contracts are awarded and filed by Form 9 number (Julian date and last four digits).

(5) AF Form 9's in IAPS not in BQ:

(a) Inquire BCAS or contact Contracting to determine status of PR.

(b) Take appropriate action to record valid commitments or remove from IAPS.

(6) AF Form 9's in BQ not in IAPS:

(a) Inquire BCAS or contact Contracting and/or IAPS to determine if a contract is linked to the PR.

(b) Take appropriate action record valid commitments in IAPS or decommit in BQ if obligation already recorded.

(7) In BQ and IAPS, no copy of Form 9:

(a) Validate BCAS to ensure Form 9 is still open.

(b) Take appropriate follow-up action.

(c) Perform Reconciliation of Advance Planning AF Form 9'sduring the fourth quarter of Fiscal Year.

(d) Verify Reconciliation of Quarterly Qualified AF Form 9's with FMA the week prior to the quarter that funds become available. (See AFR 170-13, paragraph 6.)

✶6. TASK - Fund Cite Authorizations (AF Form 616).

a. Fund Cite Authorization, AF Form 616 (Automated):

(1) Receive AF Form 616 from the user, recommend annual AF Forms 616, 1 Oct - XX Sep with funding provided each fiscal quarter or as additional funding is made available. This is required so the document number remains the same for the entire year and reduces work load. Also advise that a set numbering scheme be applied for specific types of AF Forms 616, i.e., the 500-600 series of form numbers be used only for IMPAC credit cards and the same number is issued the next FY just change the FY designation. This process helps with the reconciliation and identification of obligation documents.

(2) Check AF Form 616, Fund Cite Authority (FCA) for validity and accuracy and issue advice number. Upon initial processing of the FCA determine if the document will be maintained locally, load into IAPS using PSR address with PC code of "S"; or if the form will be sent to another installation that will result in by-others payments, load directly into BQ with PSR address with PC code of "G". See AF Form 616 manual procedures below.

(3) Assign advice number, i.e. SFYXX123, as follows:

Position 1 = S (locally maintained).

Position 2-3 = FY.

Position 4-5 = Site ID

Position 6-8 = sequential number.

NOTE: Or as directed by OPLOC

(4) Load AF Form 616 into IAPS. (See IAPS Training Guide).

(5) Limit the number of accounting classifications on the AF Form 616 to as few as possible. OPLOCs will charge multiple accounting classifications when posting actual obligations from the accounting classification referenced on the obligating document.

(6) Include instructions on hard copy AF Form 616 that all resulting obligation documents must include the advice number. Copies of obligating documents should be forwarded to the ANG weekly. This is to include all IMPAC approving official statements.

(7) Certify AF Form 616 for fund availability.

(8) Copy of AF Form 616 is maintained at base level only.

(9) Weekly, receive obligating document from user.

(10) Ensure AF Form 616 advice number is annotated on all obligating documents.

(11) Submit obligating documents to OPLOC upon receipt.

(12) Reconcile AF Forms 616:

(a) Recommend monthly reconciliation of AF Forms 616 (required no less than quarterly per AFR 177-13).

(b) Use IAPS AF Form 616 obligation reconciliation listing, IAPS optional product, Option S.

(c) Contact users to balance reverse of their AF Form 616 with IAPS optional product. Compare recipient's copy with IAPS automated list and correct any discrepancies and forward any missing obligation documents to the OPLOC.

(d) IAPS automatically adds deobligated amounts back to the AF Form 616, allowing this commitment balance to be available to the user. This is not in compliance with the regulation. However, since the system is automated and other organizations have automated AF Forms 616 balance tracking systems, we have chosen to have the user in all cases, add back the commitment amounts to their AF

Form 616. This add back will be done during the reconciliation process by a one line item entry on the user's AF Form 616.

(e) Assign the user a firm expiration date on the hard copy AF Form 616. Enter an expiration date in IAPS that is 10 days after the close-out to allow for mail time to the OPLOC for processing of calls.

(f) Establish special reconciliation procedures with local civil engineers to validate all CEMAS AF Form 616 balances.

Recommend all AF Form 616's sent to other installations, not supported by the host OPLOC, have annotation that requests the OPLOC not be designated as the paying office. The resulting expenditures should be a transaction for-others. If the AF 616 is sent to an installation supported by the same OPLOC consider the document as for-self and should be recorded in IAPS.

b. Fund Cite Authorization, AF Form 616 (manual).

NOTE: The only reason manually maintained AF Forms 616 should be issued would be for those obligations that are created and paid By-Others. All other AF Forms 616 will be maintained in IAPS.

(1) Receive AF Form 616 from the user recommend annual AF Forms 616, 1 Oct - XX Sep with quarterly funding authority issued as changes to the basic document. Annual advice numbers reduce confusion reduces workload.

(2) Check AF Form 616 for validity and accuracy and issue advice number.

Position 30-36 = H000000.

Position 37 = "G" (G for By-Others).

Position 38-39 = FY.

Position 40-41 = Site ID.

Position 42-44 = sequential number.

NOTE: Or as directed by OPLOC

(3) Input to commitment directly into BQ using the Document ID as stated in (2)_above.

(4) Include instructions on the form to direct the user that all obligation documents are to be sent back to the ANG and must include the advice number. Each obligation will be recorded on the retained AF Form 616 prior to submission to the OPLOC. This is necessary to determine Unobligated balances.

(5) Certify AF Form 616 for fund availability.

(6) Copies of AF Form 616 will be maintained at base level only.

(7) Receive obligating documents from user as incurred, but not less than weekly. Annotate the obligation on the reverse of the AF Form 616.

(8) Submit obligating documents to OPLOC after annotation.

c. Reconciliation's of AF Forms 616:

(1) Recommend monthly reconciliation of AF Form 616, but not less than quarterly.

(2) Reconcile FMA copy with Requester's copy. Contact requester to provide reverse of the AF Form 616 and balance with ANG retained copy. Verify with ODL or PaperView to ensure obligations have actually been recorded. Correct discrepancies as required. Ensure obligations have been recorded, if not, provide copies of hard copy obligating documents or request corrections to obligations as appropriate.

(3) During the reconciliation process if commitment balances remain unobligated take action to obtain obligation documents

from using organization or take appropriate action to withdraw funds as necessary, if evidence to obligate is not received from the organization.

✶7. TASK - Process MIPR (DD Form 448).

a. MIPRs to be certified by accounting.

b. Receive DD Form 448 from outside organization and Determination and Finding Statement from requesting local organization.

c. Since MIPRs will normally be related to By-Others processing, establish in BQ as a commitment, not in IAPS using Post Code (PC) of G. Recommend that annotation on the MIPR state that the issuing base's OPLOC not be designated as the paying office.

d. Recommend document Number be assigned and input as follows:

Position 38 = N.

Position 39-40 = Fiscal Year.

Position 41-42 = BQ Site Code.

Position 43-48 = Sequential Number.

NOTE: Or as directed by OPLOC.

e. Certify DD Form 448 for fund availability.

f. Do not submit DD Form 448 to OPLOC at this time.

g. Perform follow-up for Acceptance of MIPR (DD Form 448-2) at the 90 day point or sooner if experience dictates. At year end, for reimbursable MIPRs citing expiring appropriations, provide the amount for deobligation purposes to the requiring activity. The amount to be deobligated is the MIPR less valid obligations incurred to complete the order. This complies with Economy Act provisions. Issue an amended MIPR to withdraw any unobligated balances from the performing activity.

h. Once DD Form 448-2 is received by the ANG, the following actions are accomplished:

(1) Accepted as a reimbursable (Category I):

(2) Obligate and maintain a copy within ANG.

(3) Accepted as direct cite (Category II). Maintain MIPR file until receipt of actual obligation documents. ANG continues to perform follow-up until all obligation

documents are received. If excess funds remain on the MIPR, the organization must prepare an amendment to the MIPR (DD Form 448) to withdraw the excess funds. Once an Acceptance of MIPR (DD Form 448-2) is received for the withdrawal amendment, the MIPR will be closed out by the ANG. Same procedures apply for increases.

NOTE: MIPRs accepted by the base assigned as the performing activity as reimbursable will be forwarded to the Base Level FMA Office. For supply target loads, a copy of all MIPRs are retained to validate target loads.

8. TASK - MIPR DD Form 448 Recording in CPAS.

Not applicable.

9. TASK-Project Orders.

Not applicable.

10. TASK - Base Activity Certification of Invoices.

a. If invoice is received in FM that requires unit certification (primarily applies to not-to-exceed, progress payments, such as construction contracts), send to the unit for the most expedient manner for certification.

b. The billing office on the contract reflects the unit organization.

(1) Coordinate with unit organizations and contracting to ensure all contracts are modified to preclude misrouting of invoices requiring base certification. Inform all parties that the failure to rectify this situation will result in possible payment delays and interest penalties. Also, remind base organizations to properly date stamp all invoices.

✶11. TASK - Perform Document Control.

a. All documents processed during the business day should be filed prior to close of business (e.g., contract files, invoices, receiving reports).

b. Accounting returns unidentifiable/improper invoices to the vendor. A method of controlling returned invoices is to keep a copy of the letter that returned the invoice to the vendor.

c. Print and send out automated receipt follow-up letters daily to base Resource Advisors and base supply receiving section.

d. Invoices Not Scheduled for Payment listing (TQ000079) is used daily together with the suspensed copies of the request for receiving report letters to perform additional receiving report follow-up. This list will help identify possible lost discounts and identify invoices that could possibly have an interest penalty.

e. Control Logs:

(1) Establish the following document control logs. (Composition of logs will be locally determined.):

(a) FCAs AF Form 616.

(b) MORDs AF Form 406

(c) MIPRs AF Form 448.

(d) Project Orders.

(e) AF Form 9

f. File commitment documents (e.g., MIPRs, AF Form 616s) by document number.

g. The proper documentation contained in the OPLOC package must include the following:

(1) Proper invoice.

(2) Receiving Report (exception is 6 month test period.)

(3) Original contract (if first partial or complete payment.) All progress or interim partials do not need copy of contract.

(4) Copy contract (complete (MAFR copy) or final payment).

(5) Each payment packet must have option P stapled to the front of each packet. Do not wait for end of day run.

(6) Express overnight mail or other methods approved by OPLOC.

****ALL DOCUMENTATION PACKAGES WILL BE FORWARDED TO OPLOC AND NOT SUSPENSED AT THE GUARD UNIT****

✶12. TASK - Invoice Request Follow-up Letters.

a. Use the IAPS end-of day product TQ000020 (NTQRM0).

b. If the form letter has the AF Form 821, Release from Contract Obligation, portion returned signed from vendor, Accounts Payable pulls the file, and deobligates the funds. The folder is then refilled in the canceled/closed contract file area.

13. TASK - Receive IAPS Computer Products.(Customer Service).

a. Integrated Accounts Payable System (IAPS) End of Day Output Products (AFM 177-390, chapter 14).

(1) Request for Receiving Reports (TQ000022). Listing shows Billed Not Received (BNR) follow-up to supply for receiving report, BNR/PNR follow-up to user.

(a) Provides follow-up letters to applicable organization for items that are billed/paid not received for both services and stock fund contracts automatically through IAPS End-of-Day programs.

(b) Produced during the first end-of-day process after an invoice is entered into IAPS and no receiving report exists.

(c) Additional letters are produced every 5 days for services and every 7 days for stock fund.

(d) ANG will be responsible for printing and distributing letters daily.

(e) Follow-up for base supply or MEDLOG receiving reports is primarily an OPLOC function, however, the FM section must forward follow-up letters to contracting and/or supply.

(2) Invoices Not Scheduled for Payment (TQ000079):

(a) Provides a list of all invoices not scheduled for payment by site code.

(b) Accounting must monitor and effectively work the report daily to ensure receipt of receiving reports to minimize interest penalties.

(c) Invoices reflecting a discount require priority processing in order to earn effective discounts.

(d) Listing needs to be worked in conjunction with the receiving report request letters to ensure action is taken by receiving activities.

(3) Advance Notice of Expiring AF Form 616 (TQ000051)

(a) This report provides the user advance warning of any AF Form 616 expiring within the next 7 days.

(b) Contact recipient and ensure all obligations will be received prior to the close-out of the AF Form 616.

(c) Annotate the listing with the date and person contacted.

(d) Destroy the list after the AF Form 616 is closed out and reconciled.

(4) Over obligated AF Form 616 (TQ000063)

(a) This report provides the user a list of over obligated AF Forms 616.

(b) Contact recipient and request they initiate an increase to the AF Form 616.

(c) Annotate the list with the date and person contacted.

(d) Suspense pending an increase to the AF Form 616.

b. IAPS OPTIONAL PRODUCTS (AFM 177-390, chapter 15)

(1) AF Form 616 Obligation Recon List (TQ000052)

(a) This option provides the user a reconciliation listing of all obligations against an AF Form 616. It has the total AF Form 616 amount, all calls entered, call amounts and an ending balance. After reconciliation, this report should be attached to the retained copy of the AF Form 616.

(b) Use listing during the reconciliation and/or close-out process with the holder of the AF Form 616.

(c) If obligation documents are not reflected on the listing and a reasonable amount of time has elapsed since documents were sent, request copies from the AF Form 616 holder and re-send obligations, clearly annotating the package that these are past-due obligations, post as soon as possible.

(2) Outstanding PR Listing(TQ000047)

(a) This report lists all outstanding PRs (AF Forms 9) that have no contracts yet recorded in IAPS. List should be sent to the contracting office for follow-up. Contracting should annotate the purchase order number and/or modification number of obligation.

(b) Maintain a suspense copy pending return of original from Contracting.

(c) Recommend using the BCAS Wang inquiry terminal to assist in follow-up process. Recommend that follow-up be performed on open purchase requests over 30 days old. More aggressive actions should be taken on older commitments.

(3) Advance Planning PR List. This report lists all advance planning services PRs (AF Form 9) in the system scheduled to be certified in the new fiscal year.

(4) Qualified Certification PR List. This report lists all qualified certification PRs in the system scheduled to be certified in the

new fiscal quarter. List should be produced just prior to the end of a quarter to ensure PRs are identified as funding is made available.

(5) Active PSR Data Element List. This option provides a directory, by PSR, of all addresses contained in the PSR Variable File. It should be used to obtain the address assigned for open allotment and For-Others appropriations (X-PSR).

(6) BQ Transaction Status. This option provides a list of all BQ transactions produced by IAPS. It is in four parts with each part divided into For-Self and miscellaneous transactions. The part applicable for ANG use is the For Self Rejected transactions. This report should be run at least weekly to identify any rejected commitment transactions that require re-processing.

(7) Receipt Follow-up Address Directory. This option provides a list of all receipt follow-up addresses established in the Receipt Follow-up Variable File. It is used to determine the proper follow-up code. Special codes are assigned when using appropriations that do not have an OAC/OBAN and RC/CC.

14. TASK - Vendor Debt Files

Reference: AFM 177-390, chapter 9, paragraph 3.3

Not applicable.

✶15. TASK - Perform End-of-Day Processing.

Not applicable to ANG

NOTE: Reference: AFM 177-390, volume III, chapter 14.

OPLOC Customer Service is responsible for scheduling the IAPS End-of-Day. This responsibility involves the close coordination between the Systems Administration Division (DFAS-XX/AS) and the Disbursing Division (DFAS-XX/FD as well as the rest of the Vendor Pay staff).

Establish a daily cut-off time so ANG offices are aware of the time IAPS will not be available

✶16. TASK - Manual Voucher Print Processing.

NOTE: Option C on the Master Menu; then Option G on the Payment Processing Menu

Reference AFM 177-390 volume III, chapter 18.

This is the process for creating manual vouchers through IAPS. It is not intended to replace normal IAPS processing. The manual voucher process can be run on line, but care must be taken to ensure that once the process starts, it finishes, since the IAPS EOD should not be started while it is running.

As needed.

ACCOUNTS PAYABLE

NOTE: If an error code is received during input of documents, refer to AFM 177-390, volume III, attachment A-1 for error codes and corrective actions.

1. TASK - Process Invoices into IAPS.

a. Invoices will be input by ANG. Reference AFM 177-390 or IAPS Training Manual.

✶2. TASK - Prepare Advance Payments.

a. Advance payments will automatically be scheduled for payment once the invoice has been input as long as PAY-PROV field has been changed to "A" by Obligation Administration (DFAS-XX/FPO). If invoice shows that an advance payment is required and Payment Provisions have not been changed resolve conflict by checking the contract.

b. For advance payment contracts invoice from Vendor is required prior to payment.

c. Input invoice as previously stated.

d. Payment will schedule during EOD process.

3. TASK - Process Receiving Report.

Daily assignment of workload for each technician will include processing receiving reports. For workflow purposes.

4. TASK - Detailed Voucher Assembly.

Not applicable

✶5. TASK - IMPAC Government Credit Card Payments.

a. Refer to IMPAC Card guidance administered by Contracting.

6. TASK - Voiding Vouchers.

a. OPLOC will void all vouchers. Vouchers with errors will be returned to the ANG for correction and resubmission back to OPLOC for processing. (FedEx Overnight will be used.)

7. TASK - Non Automated Manual Payments.

NOTE: This option should be used only as a last resort.

✶8. TASK - Miscellaneous Automated Payments.

a. Dummy/Pseudo contracts loaded and managed by the ANG. Refer to detailed ANG Operating Instructions (OI).

b. No pseudo vendor codes should be used if a TD Form 1099 is anticipated. ($600.00 threshold per year)

✶9. TASK - Commercial AF Forms 15 and 315 Processing.

NOTE: The new Aviation Fuels/Services credit card anticipated to be implemented by DFAS at a future date.

Periodically, aircraft are refueled at commercial airport, these purchases will be paid using an AF Form 315. For those services and items that are not aviation fuel, an AF Form 15, USAF Invoice, will be used. Normally, local appropriated O & M funds are used for services and non aviation fuel items, whereas fuel is charged to Defense Business Operating Funds (DWCF). The AF Forms 15 and 315 may be used as an ordering document, a receiving document, and an invoice.

a. Receive AF Forms 15 and 315. Copy and send to the base BFMO. Ensure verification of signatures and all backup documentation is provided.

b. Ensure all O&M type documents not funded by an AF Form 616 or MORD have proper certifications.

c. Send AF 315 to OPLOC for processing. ANG unit waits for interfund for processing.

d. AF 15 processed by BFMO and paid by the accounting office. Build dummy contracts and pay commercial vendor.

e. If Aviation fuel charges appear as a line item on a By-Others cycle prepare and forward to OPLOC the SF Form 1081 crediting O&M dollars and debit Host Stock Fund. (Credit side use MAFR F and debit side use MAFR B)

10. TASK - Receive IAPS Computer Products.(Customer Service).

Refer to customer service Item III, section B Task 13.

NOTE: For Ground Vehicle Fuel charges forward invoices to the OPLOC for processing

OBLIGATION ADMINISTRATION.

NOTE: The obligation documents listed in these desk top instructions are not all inclusive. Reference AFR 170-8, Accounting For Obligations, for prerequisites on recording obligations.

Organizational Structure: The following section provides the basic functions of obligation processing. Due to the evolving nature and diversity of each OPLOC, the method to implement these processes will be left up to each OPLOC. The implementation of this function as a part of the Accounts Payable Branch will be an individual decision. It is highly recommended that the "team" processing concept not be applied to tasks related to BCAS interface processing, this function should remain intact and assigned to specific technicians. Likewise, all processes for the IMPAC program, utilities, BPA's, and other similar processes be combined so specific teams can process all tasks; obligations, receiving reports, and invoices, in their entirety. As the OPLOC grows in complexity, an organizational change may be required to allow for more specialization of functions due to the shear volume of obligation transactions.

1. TASK - Hard Copy Obligation Document Sort.

Vendor Pay, Obligation Administration section initially receives all hard copy obligation documents from the mailroom. For ease of processing some obligation documents, as determined locally, should be sent directly to Accounts Payable Branch, miscellaneous processing team

Not applicable

2. TASK - Base Contracting Automated System (BCAS) Interface Procedure.

A file-to-file interface between BCAS and IAPS of vendor and contract information. This process automatically obligates contracts in IAPS and decommits unused portions of committed funds, releasing these excess funds back to the original customer's account. This process is normally executed daily as part of End-Of-Day processing. Listings will be received daily from the Systems Administration Division and forwarded to Obligation Administration. (For CPAS contracts, must establish an X-PSR to remove from B status and manually input obligation to CPAS. If the commitment is not found using the Add Contract Function, go to the Display Purchase Request Function for required information for input. If information not found, notify the ANG for appropriate information to be obtained.)

Act as a liaison between LGC and FPR at the OPLOC to ensure BCAS interface is accomplished.

3. TASK - Medical Logistics (MEDLOG) Interface Procedures.

Not applicable.

4. TASK - Blanket Purchase Agreement (BPA).

Reference: AFM 177-390 for processing procedures.

5. TASK - Miscellaneous Obligation Reimbursement Document (MORD).

Reference AFR 170-8, paragraph 6c; and DFAS-DER 177-102, paragraph 10-9 for a definition and specific information regarding MORDs. The following are some of the more common types of obligations that are established using a MORD:

- Utilities (Electricity, Gas, Water)
- Commercial Telephone Bills
- Lease Payments
- Non-Temp Storage
- Suggestion Awards
- Communication Service Authorization, DD Form 428
- Customs Fees

a. Reference: ANG OI or AFM 177-390.

6. TASK - Processing Legal Claim Obligation Documents.

Legal claims are payments to military/civilian government personnel for damages incurred to personal property. The approved claims paperwork is received from the base legal office for processing payment.

If Legal claims are processed, send to OPLOC for payment processing.

✶7. TASK - Clothing Request/Receipt (AF Form 656/659) Processing.

Organizational clothing requests are issued using an AF Form 656/659. Payment will be processed using IMPAC procedures.

8. TASK - Supplemental Health Care (AF Form 676) Processing.

The local medical treatment facility (MTF) can refer members to civilian health care providers. Authorization for Alternative Health Services Form Letter or AF Form 676, Authorization for Supplemental Civilian Health Services, are used to obtain such care for services and are recordable obligations. The sometimes complex nature in handling AF Forms 676 will require specialized instructions in dealing with partials, changes in health care providers, etc.

Not applicable.

9. TASK - Tuition Assistance (AF Form 1227).

The AF Form 1227 is initiated by the base education office for military tuition assistance for off duty education. The appropriate AF

Form 616 and individual control number will be annotated on all AF Forms 1227.

Not applicable.

✶10. TASK - Military/Civilian Training, DD Form 1556, Processing.

The requesting organization uses a properly approved DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement, for incurring obligations with educational institutions or vendors for non-contractual training.

NOTE: Many organizations fund training from an AF Form 616, while others will direct cite their organization funds on individual training requests which must be certified.

Reference: Chapter 7 Section C, Task 8.

✶11. TASK - Notice of Award Letter.

The Air Force may accept the offer of a contractor by issuing an unqualified notice of award. This notice constitutes evidence of an obligation until a formal contract is issued. (normally used as an obligation document at the end of the fiscal year).

a. Once notice of award has been obligated, create contract file folder and suspense pending receipt of hard copy contract.

✶12. TASK - Purchase Order-Invoice-Voucher (SF 44) Processing.

The SF 44, Purchase Order-Invoice-Voucher, is processed completely, record obligation, invoice and receiving report by the designated team with the Data Entry section.

✶13. TASK - Changes/Adjustments to Contracting Instruments.

Adjustments to contracting instruments requiring formal modifications are prepared by the appropriate Administrative Contracting

Officer (ACO) and forwarded to the OPLOC for Stock Fund contracts and forward to ANG FM for Non-Stock Fund. Obvious errors on purchase orders, delivery orders, blanket purchase agreement calls, and related modifications are corrected via pen and ink changes without formal modification in accordance with DFAS-DER 177-102, chapter 14, paragraph 3C. All monetary increases to contracts will have a supporting commitment document on file.

a. Receive requests for funding changes from the applicable base activity.

b. Changes will be coordinated with ACO or contracting officer and appropriate action will be taken in accordance with DFAS-DER 177-102, chapter 14, paragraph 3b, AFR 177-120, section J, par 2-48, and the Federal Acquisition Regulation (FAR).

c. Work with local contracting office to ensure proper AF Form 9 number is included on contract modifications.

14. TASK - Fiscal Year End Close-out Procedures.

The fiscal year runs from October 1 and ends at close of business on September 30. All commitments for expiring year funds must be obligated or deleted from IAPS/BQ by close of business September 30. The volume of transactions typically increases dramatically during the weeks leading up to September 30, and require additional effort on all parties -both OPLOC, ANG/FMA, and other base level activities.

Close out procedures will be locally established and coordinated with the OPLOC.

15. TASK - Process AF Form 9 and DD Form 1348-1 For Investment Equipment (Fund Codes 17, 29, and 54).

a. Receive AF Form 9 or DD 1348 from SBSS or MEDLOG. Ensure correct appropriation data (e.g., RC/CC, EEIC, BPAC) and fund code.

b. Local purchase items (RID = LPR or JB*):

(1) Input document into IAPS or CPAS and await DSR.

(2) Certify funds availability.

c. MILSTRIP requisitions (BQ only):

(1) Post commitment directly to BQ or TQ.

(2) Annotate DSR on funding document.

RECONCILIATION AND REPORTS

✶1. TASK - Determine Interest Penalty Payments.

Not applicable.

✶NOTE: If an interest penalty is charged for Stock Fund purchases it will be charged to the Host Base Operating Funds per DFAS-DE/ANAA. If an interest penalty is charged for non-stock fund purchases it will be charged to ANG base operating funds.

2. TASK - IAPS/BQ Reconciliation.

Reference: AFM 177-390, volume III, chapter 16.

Listing that shows differences between IAPS and BQ is a function performed weekly. Prior to IAPS/BQ EOD, ensure all ICI transactions are processed and rejects cleared. Schedule this program after IAPS/BQ EOD are complete and prior to beginning any IAPS input for the next business day.

Coordinate with OPLOC on corrections of errors from TQ/ BQ recons.

3. TASK - Local Purchase Payment Processing In Supply Systems.

Balance total amount of DWCF payments processed in BQ and match to applicable supply SBSS and SMAS/MEDLOG and FIABS systems updates, daily.

a. Provide liaison function with base activities such as base supply, medical logistics and the OPLOC regarding problems with supply type transactions (e.g., local purchase payment receipts).

4. TASK - IAPS to SBSS, M-37 Validation.

The M37 is the SBSS equivalent of the BQ ODL. It shows the open (status, RNB, BNR) local purchase items in the SBSS. The M37 is sorted by the last five characters of the contract (e.g., P0001). The M37 for each SRAN is required to be certified quarterly. This process must be repeated for each SBSS.

Not applicable

5. TASK - IAPS to MEDLOG (NTQNA0).

Not applicable.

6. TASK - IAPS to FIABS, Receipt Validation (A-D035J-102-M)-L39)

Not applicable.

7. TASK - Interactive Communications Interface (ICI) Processing.

Request ICI support during UTA or other special circumstances through the Systems Branch.

✶8. TASK - MAFR Transaction Reconciliation.

Assist OPLOC/FPR as needed.

✶9. TASK - Branch Focal Point for IAPS/BQ Error Corrections.

ICI transactions reject for various reasons as stated above, which require correction.

a. Process corrections for all obligation rejects. If funds are not available, contact your base FMA office to load funds into BQ to cover the amount of the commitment. Then reprocess documents in IAPS.

10. TASK - Compile Prompt Payment Act (PPA) Report.

The Prompt Payment Act report (HAF-ACF(Q)1619) is a report due to DFAS-DE quarterly. Due date is 11th workday after the end of the quarter. This report shows compliance with the Prompt Payment Act for payments to commercial concerns (reference AFM 177-390, volume III, section 15, paragraph 15.3.10.6).

Not applicable.

11. TASK - Post-Post Processing.

(Option G of Master Menu, then Option A (Initial Conversion))

Reference: AFM 177-390, chapter 19.

This process is for updating manually prepared payment vouchers against contracts maintained in IAPS.

No action required.

12. TASK - Suspense/Deposit Account Validations:

Maintain suspense/deposit account ledgers and reconcile account balances with Allotment Ledger on a monthly basis. Suspense account addresses should be created with a sub-PC code.

No action required.

✶13. TASK - Prepare the TD Forms 1099 and W-2.

This is an annual requirement to report to the Internal Revenue Service income paid to U. S. citizens and legal immigrants (any one that holds a social security number) who have received payment(s) by a government agency over $600.00.

ANG will create Miscellaneous W-2’s. OPLOC will process TD Form 1099.

✶14. Quarterly Open Document Listing (ODL) Certification.

The ODL is required to be certified tri-annually. This certification is to verify that all commitments and obligations are recorded accurately and supported by a valid commitment or a legal obligation document. See reconciliation procedures in the attachment to the chapter.

ANG office is responsible for validation of ODL balances for all items citing their funding. ANG will forward ODL Certification Statement to HQ ANG/FMFC, not to the OPLOC.

15. TASK - BCE Integrated Transaction List.

This listing is received from the Base Civil Engineers and shows BQ AEP and AEU transactions that have rejected in the Civil Engineers

(CE) Work Order Information Management System (WIMS). BQ transactions that affect CE cost centers are extracted from the BQ EOD process and interfaced into BCE WIMS. BCE annotates this listing with corrective action required.

Not applicable

16. TASK - Distribution of End-of-Day Products.

Systems Administration is tasked with sending all end of day products to each branch as indicated below. Recon and Reports is the main liaison between Vendor Pay and Systems Administration.

Not applicable.

17. TASK - Optional IAPS Products for Recon and Reports.

IAPS Optional products used by Recon and Reports to identify out of balances, follow-up, MAFR balancing, and various reconciliation's.

Not applicable.

18. TASK - Maintain IAPS Base Variable Files.

Reference: AFM 170-390 Volume III, chapter 5.

The IAPS base variable file stores basic data IAPS uses in many of its processes. Below is a brief description of each of the files. Most of the data will be entered upon initiation of the OPLOC and will not require update except as noted below.

Not applicable.

19. TASK - FIABS to Supply (Stock Control & Distribution, i.e., D035A, D035K, D034A, D151) Systems Reconciliation.

Not applicable.

20. TASK - Prevalidation of Obligations.

Not applicable.

TRAVEL ACCOUNTING

✶1. TASK - Permanent Change of Station (PCS) Arrivals - Procedures Used to Inprocess Military Members and Civilian Associates.

References: AFR 177-103, chapter 14 section B
AFM 177-370, chapter 30

AFM 177-326
JFTR Vol I and JTR Vol II
AFR 177-135
AFM 177-136
Standard Highway Guide
Integrated Automated Travel System (IATS) User Guide.

a. Military PCS In:

(1) Inprocessing briefing, in accordance with (IAW) the JFTR. Obtain copies of prepared:

(a) Travel Orders.

(b) DD Form 1351-2 Travel Voucher or Subvoucher.

(c) PCS transfer-out print produced by Automated Travel Record/Accounting System (ATRAS) - received from losing station.

(d) Lodging receipts - Temporary Duty (TDY) enroute, overnight at port, etc.

(e) Transportation documents (as applicable):

1 Scheduled Airline Ticket Office (SATO)/Commercial Travel Office (CTO), Passenger Name Record (PNR).

2 Government Transportation Request (GTR) - SATO ticket, SF 1169, U.S. Transportation Request.

3 Military Transportation Authorization (MTA) - AMC flight tickets.

4 Receipt for unused portion of transportation request tickets -DD Form 730, Receipt for Unused Transportation Request and/or Tickets Including Unused Meal Tickets.

5 Ticket/passenger receipt.

(f) Receipts for items in excess of $75.00 or a certification statement.

(2) Establish travel master record(s) within 24 hours of in-processing using frame TV01. See AFM 177-370 for procedures. Use DD Form 1351-2 and travel orders.

NOTE: When establishing the travel master record, use your ADSN with the last two positions being your site code. Also, standard unit of assignments must be established and used in all instances (e.g., 45th civil engineering squadron equals 45th CES).

(3) Establish open advances (type transaction, TT20), within 24 hours of in-processing using frame TV06. See AFM 177-370 for procedures. Build mini-order detail.

(4) Process voucher in Integrated Automated Travel System (IATS). (See TASK, Voucher Processing.)

(5) Prepare Report of Travel Time/Leave (AF Form 985) in accordance with AFR 177-103.

(6) Forward original AF Form 985 to Military Pay with the third copy of the DD Form 1351-2 and a copy of orders.

b. Civilian PCS In:

NOTE: Coordinate with FSO for entitlements assistance

(1) Inprocessing briefing in accordance with JTR:

(a) See military procedures (a)(1) - (a)(6).

(2) Establish travel master records using frame TV01.

NOTE: When establishing the travel master record, use your ADSN with the last two positions being your site code. Also,

standard unit of assignments must be established and used in all instances (e.g., 45th civil engineering squadron equals 45th CES).

(a) Use DD Form 1351-2 and Request and Authorization for DOD Civilian Permanent Duty Travel, DD Form 1614.

(3) Establish open advances (type transaction, TT20), within 24 hours of in-processing using frame TV06. Build mini-order detail.

(4) Manually compute voucher in accordance with TASK, Voucher Processing. When IATS 5.0 is implemented automated computation will be required.

(5) Forward third copy of all DD Forms 1351-2 and orders to the Travel Accounting Branch at the OPLOC for preparation of TD Form W-2. When IATS 5.1 is implemented it will automate tax reporting.

2. TASK - PCS Departures - Procedures Used to Outprocess Military Members and Civilian Associates.

References:
AFR 177-103, chapter 14, section B
AFM 177-370, chapter 30
AFM 177-326
Joint Federal Travel Regulation Volume I (JFTR)
Joint Travel Regulation Volume II (JTR)
AFR 177-135 & AFM 177-136
Standard Highway Mileage Guide
Integrated Automated Travel System (IATS) Users Guide.

a. Outprocessing briefing:

(1) Obtain copies of prepared Military PCS Orders or Request and Authorization for DOD Civilian Permanent Duty Travel, DD Form 1614.

b. Brief entitlements and limitations.

c. Update frame TV01 for status, departure, and arrival dates.

d. Process advance through IATS via check or Electronic Funds Transfer (EFT) if requested, not earlier than 10 duty days prior to departure.

e. Delete individual's IATS record when ATRAS PCS transfer-out print is received. If member is PCS with an anticipated return do not delete record (i.e. pilot training school).

f. Forward PCS transfer-out print as applicable.

✶3. TASK - Control Logs - Establish Procedures for the Use and Maintenance of all Control Logs.

References: AFR 177-103, chapter 12

Integrated Automated Travel System (IATS) Users Guide.

NOTE: All control logs with the exception of the Leave Control Log start with the number one (1) on 1 Oct of each year

a. Disbursement Voucher Log - Automated IATS:

(1) Voucher numbers will begin with an alpha prefix "T" and the second digit an alpha character assigned by the OPLOC to identify the ANG.

NOTE: A third digit, an alpha character, may be assigned by the OPLOC to further identify the ANG.

(2) After IATS end-of-day, print the daily log and forward it to the OPLOC for reconciliation/certification along with EFT file and IATS print disk file. (Reference: OPLOC Desktop Procedures DFAS-DE 7040.1-M)

b. Collection Voucher Log - Automated IATS:

(1) Voucher numbers begin with an alpha prefix "CT" and the third digit, an alpha character, assigned by the OPLOC to identify the ANG.

(2) Reference (a)(1) above.

c. Authorization to Cite Funds (AF Form 616), Miscellaneous Obligation Reimbursement Document (AF Form 406), and Fund Control Number (FCN) Log:

(1) Log content will contain as a minimum:

(a) Advice number.

(b) Organization issued to

(c) Issue date

(d) Expiration date (AF Form 616 only.)

(e) Dollar value

(2) Each AF Form 616, AF Form 406, and FCN will contain an eight (8) character number or directed by OPLOC:

(a) Positions 1 and 2 will be your site code.

(b) Positions 3 and 4 will be the Fiscal Year (FY).

(c) Positions 5 through 8 will contain sequential numbers zero filled to the left.

(d) The General Accounting and Finance System (BQ) will assign an "H" to precede the 8 character Automated Travel Record/Accounting System (ATRAS) number for AF Form 616 and FCNs and an "O" for the AF Form 406.

d. Travel generated leave log, Unit Leave Control Log (AF Form 1486):

(1) See AFR 177-103, chapter 12.

(2) Begin with number one (1) at either the beginning of the FY or calendar year (CY), as determined by the ANG.

(3) Contact Military Pay for your input source.

4. TASK - Verify Fund Availability - Determine Unit Fund Availability Prior to Reserving Government Funds.

Reference: AFR 177-101, chapter 17.

a. Receive the source document e.g. travel order, obligation, authorities, etc.

b. Review the accounting classification to ensure data elements and codes are valid.

c. Using the components of the accounting classification from the source document find the Program Summary Record (PSR) and Fund Summary Record (FSR) from the Funding ANG address directory as follows:

(1) Locate appropriate AFO/ANG code processing center "T".

(2) Match Fund Code (FC)/Fiscal Year (FY).

(3) Match Operating Agency Code (OAC)/Operating Budget Account Number (OBAN).

(4) Match Budget Activity Code (BAC)/Budget Program Activity Code (BPAC).

(5) Match Element of Expense/Investment Code (EEIC).

(6) Match Responsibility Center/Cost Center (RC/CC) Code.

(7) Match Emergency and Special Program (ESP) Code.

(8) Match Type Vendor 5.

(9) Annotate the PSR/FSR on the source document.

d. If the address is not available, use local procedures to request an address.

e. Automated (On-Line).

(1) Use appropriate ATRAS frame to post the obligation.

f. Manual (On-line not available).

(1) Using the Fund Status Special Totals page of the Operating Budget Ledger (OBL) or Allotment Ledger (AL), check the OAC/OBAN and FY and any lower level as determined by local Budget office, i.e. MFP or BPAC bottom-line total. If there is a positive balance and it is sufficient to cover the cost of the order, certify that funds are available.

(2) If order being funded by AF Form 616 and the balance is negative, $0.00, or if the balance is insufficient to cover the cost of the order, return the source document to the requesting activity with no action taken.

g. Complete certifications as applicable, and return the original to the requesting activity.

h. If notified by the OPLOC that proper procedures are not being followed, contact the appropriate individual or organization immediately.

✶5. TASK - Travel Requests/Orders - Procedures Used at ANG for Processing Travel Requests/Orders Including Fund Availability. Procedures Used at the OPLOC to Obligate Orders (Request for Official Government Travel, DD Form 1610).

References: AFI 37-128 & AFI 65-103
AFR 177-103, chapter 24
AFI 36-3003 (Permissive TDY)
AFM 177-370.

a. TDY - "For-Self" funds (local OAC/OBAN in accounting classification).

(1) Receive request from traveler's organization via IAOS.

(a) Review order content.

(b) Adjust accounting classification, if necessary.

(c) Verify Fund Availability.

NOTE: See TASK - Verify Fund Availability.

(d) Provide/verify cost estimates:

1 Per diem

2 Travel

3 Other (rental car, registration, etc.).

(e) The Funds Certifying Official (FCO) certifies (using initials in IAOS) the order.

NOTE: In IAOS the FCO uses his/her initials to electronically certify the order.

(f) The requesting organization publishes and distributes the order. They are responsible for ensuring the ANG receives all copies of the published order.

NOTE: When the organization publishes the order, it is automatically assigned an order number in numerical sequence. Additionally a courtesy copy can be queued and forwarded to the FM print Que.

(2) Receive publish travel order from issuing activity.

(a) Using frame TV03, obligate the travel order.

(b) Annotate program summary record (PSR) and fund summary record (FSR) addresses on the travel request above the corresponding estimate. If not available request addresses from Accounting Liaison using local procedures. (Ensure each type vendor address is placed on the document and is readily identifiable (e.g., type vendor 7 for advances; type vendor 5 for per diem).

NOTE: Individual travel orders issued per a source document, i.e. AF Form 616, Fund Control Numbers (FCN), etc., must reference the source document number.

(c) Using frame TOBL, obligate Blanket Travel orders based on quarterly funding instructions.

(d) Receive amendments/rescinded revoked orders and process IAW AFM 177-370, paragraphs 30.15(g) and 30.16.

(e) Review Daily Audit Listing to ensure transactions are input accurately (i.e. amount, document number, addresses, etc., agree with source document). Make corrections as required.

b. TDY - "For-Others" funds (another station's DSSN in the accounting classification).

(1) See TDY "For-Self" procedures, section (1)(a).

c. Blanket Order Processing:

(1) See TDY "For-Self" procedures, section (1)(a).

(2) Receive blanket order and quarterly funding request.

(a) See TDY "For-Self" procedures, section (1)(b)(1).

NOTE: Ensure blanket order does not overlap Fiscal Years (FY) and is scheduled to expire not later than (NLT) 15 Sep XX.

6. TASK - AF Form 616 (Authority to Cite Funds) - Procedures Used to Control Funding Authority Provided to Other Organizations.

References: AFR 177-101, chapter 17
AFM 177-370.

a. Receive AF Form 616.

b. Check AF Form 616 for validity and accuracy.

c. Assign Advice Number.

d. Input to frame TCOM IAQ AFM 177-370. See TASK - Verify Fund Availability.

e. Complete certification block:

(1) Accounting classification.

(2) Expiration date (not to exceed 15 Sep XX).

(3) Amount.

(4) Signature block.

(5) Signature of Funds Certifying Official.

f. Retain copy for ANG files.

g. Forward original with copy of local instructions to user.

h. Requesting activity issues orders against the AF Form 616 and reduces the available balance based on the order's cost estimate.

i. Issue order referencing the Advice Number from AF Form 616 at the end of the accounting classification.

j. Requesting activity ensures a copy of all published orders are forwarded to the issuing ANG as obligations are incurred.

NOTE: If orders are not received in numeric sequence contact administrator of AF Form 616 for explanation.

k. Review Daily Audit List to ensure order obligations by ANG are processed against the appropriate AF Form 616, amount, appropriation, and order number. Annotate and initial Daily Audit List.

NOTE: Proper review of Daily Audit List will allow for an easier monthly reconciliation.

l. Monthly reconciliation between ANG and unit/administrator.

(1) Unit/Administrator forwards end-of-month (EOM) copy of AF Form 616 to ANG.

(2) Verify balance of AF Form 616 to the balance of the end-of-month Open Document Listing (ODL).

NOTE: Order your ODL print by Document number within appropriation.

(3) If balance does not match, subtract orders not yet obligated by ANG from the balance of the ODL.

(4) If you still do not balance, verify each line against the Selective Transaction History List.

(a) Process appropriate adjustments using frame TCOM.

(b) Initial and date both the AF Form 616 and ODL.

m. Upon expiration the unit/administrator submits the original AF Form 616 to the ANG signed and dated on the back indicating last item.

n. Reconcile AF Form 616 IAW above procedures and decommit the unused balance.

7. TASK - Fund Control Numbers (FCN) - Message/Letter Sent to Other Agencies Used as Authority to Cite Funds.

References: AFR 177-101, chapter 17
AFR 177-103, chapter 24.

a. Receive request from an activity.

b. Verify fund availability.

(1) See TASK - Verify Fund Availability.

c. If funds are available, assign FCN from the FCN control log. If funds are not available, notify requesting activity.

d. Provide instructions to requesting activity to include:

(1) Copy of the outgoing message/letter must be forwarded to funding ANG to support the obligation.

(2) Inform the requesting activity to include the FCN at the end of the accounting classification on the certified order.

(3) Requesting activity must ensure one copy of the travel order and one copy of the settled travel voucher is forwarded to the applicable accounting station.

e. If orders do not contain the FCN, or the OPLOC notifies you that proper procedures are not being followed, contact the appropriate individual/organization immediately.

8. TASK - Miscellaneous Obligation Reimbursement Document (MORD), AF Form 406

Used to reserve funds for known obligations when obligation source documents are not available.

References: AFR 177-103, chapter 24
AFM 177-370.

a. Receive request from Resource Advisor (RA)/Budget in the form of a source document.

b. Complete AF Form 406.

(1) See TASK - Verify Fund Availability.

c. Retain original at the ANG for immediate obligation.

d. Upon receipt, obligate individual obligation documents using frame TV03. Reference the AF Form 406 document number. (This reference of the AF Form 406 document number programmatically decreases the MORD.)

e. Once the AF Form 406 is obligated, decommit all corresponding commitments.

f. Reconcile MORDS at least monthly using TASK follow-up.

✶9. TASK - Voucher Processing - Procedures Used to Validate, Compute, and Prepare for Disbursement Travel Entitlements for Official Travel and Determine Propriety of Travel Claims for Submission to Appropriate Level (Doubtful Claims).

References: JFTR volume I and JTR volume II
AFR 177-103, Integrated Automated Travel System
(IATS) Users Guide AFR 177-326

NOTE: The System Administrator will download the Automated Travel Record Accounting System (ATRAS) travel order interface file and upload to Integrated Automated Travel System (IATS) prior to start of daily processing.

a. Receive claims.

(1) Travel voucher forms.

(2) Supporting documents IAW AFR 177-103, chapters 13 and 14.

(3) Determine if voucher is complete and accurate.

(4) If not complete, return to traveler for corrections.

(5) If complete, date stamp or log into IATS.

b. Voucher computation procedures.

(1) Vouchers which IATS will not compute may be manually computed and entered into IATS as a precomputed amount. All other vouchers must be fully entered and processed within IATS.

c. Prepare manual forms required, e.g. Report of Travel Time/Leave (AF Form 985), Schedule of Voucher Deductions (SF Form 1096) IAW AFR 177-103, chapters 13 and 14.

d. Release block in IATS to auditor.

e. Auditor reviews claims for accuracy.

(1) If errors exist, return voucher to clerk.

(2) If no errors exist, release block to status Awaiting Disbursing.

f. System Administrator releases blocks for disbursing:

(1) Assign voucher numbers and prints vouchers.

(2) Download Electronic Funds Transfer (EFT) (EFT, ASC) file and file transfer or mail to the Disbursing Division at the OPLOC.

(3) Download Integrated Paying and Collecting System (IPC) file and file transfer or mail to the Disbursing Division at the OPLOC.

NOTE: Rename file according to OPLOC procedures.

(4) Download ATRAS file to be used for Merged Accountability and Fund Reporting (MAFR) processing.

(5) Process the ATRAS file using GAMPS/MOOPS.

g. Break down and distribute vouchers IAW AFR 177-103, chapter 12:

(1) For any voucher requiring issuance of a TD Form W-2, forward a copy of the voucher to the Travel Accounting Branch at the servicing OPLOC.

(2) Any voucher citing For-Others funds must be forwarded to the OPLOC/ARM by the most expedient means (must be sent the day before the MAFR date).

(3) If No Pay Due vouchers are contained in the IATS file, a copy of the voucher must be faxed to the OPLOC disbursing office for input into IPC at least one day prior to the business date on voucher.

h. Safeguard and store original vouchers in accordance with established procedures. Submit original vouchers to DFAS-DE/WADR on a monthly basis. See DoDFMR Volume 5, Chapter 20, paragraph 2003.

✶10. TASK - Collections - Process Collections for Travel Indebtedness.

Reference: AFR 177-103, chapter 12.

NOTE: TASK - Vouchering and Control Logs.

a. When payment is received from traveler:

(1) Enter collection data into Integrated Automated Travel System (IATS) which issues a voucher number. (Data entered will programmatically update Suspense module and produce DD Form 1131, Cash Collection Voucher) or follow OPLOC procedures.

(2) ANG will mail original and two copies to OPLOC with PSR and FSR on document.

(3) Travel will retain one copy with source documents.

b. If the OPLOC processed a collection, use a copy of the DD Form 1131 to clear open items in IATS using the suspense module.

✶11. TASK - Merged Accountability and Fund Reporting (MAFR) - Processing Voucher Totals in the General Accounting and Finance System (BQ) and Automated Travel/Record Accounting System (ATRAS) to Balance with Disbursing Division.

NOTE: ANG must balance with OPLOC at EOD.

a. Receive IATS MAFR files after end-of-day (EOD).

b. Upload the IATS disc to BQ using the General Accounting Microcomputer Processing System (GAMPS).

c. When processing is complete, the screen will show which transactions rejected. Print the reject list using the GAMPS menu.

d. Using on-line ATRAS clear all rejects by close of business on the same day.

e. Clear rejects identified by the Financial Statements and Reports Branch.

f. Copies of all files will be maintained until notified by OPLOC that they have been uploaded and processed successfully.

g. As requested, assist OPLOC by researching any errors identified. Notify the OPLOC Accountability Section of any corrections that need to be posted cash accountability.

h. Make necessary corrections to original and all copies of voucher when required.

12. TASK - Daily Audit Procedures - Procedures Used to Validate all the General Accounting and Finance System (BQ) Transactions Processed During the Business Day.

Reference: AFR 177-103, chapter 24.

a. Obtain Part 1 from the Accounting section.

(1) The daily audit list is broken down by Merged Accountability and Fund Reporting (MAFR) transactions and obligation/commitment transactions. For this task we will refer to these as Sections I and II respectively.

b. Review MAFR transactions, and compare the source document to the appropriate line entry in Section I.

(1) Ensure the transaction matches the source document referenced; if not, make the appropriate adjustment.

c. Review obligation transactions which were input by the ANG in section II.

(1) Ensure the transaction matches the source document (e.g. AF Form 616, FCN) referenced. If not, make the appropriate adjustment to the commitments.

d. Review local commitment transactions input for accuracy.

✶13. TASK - Follow Up Procedures - Procedures Used to Track and Validate Commitments, Indebtedness, and Open Advances.

References: AFM 177-326

AFR 177-103, chapter 24
Integrated Automated Travel System (IATS) Users Guide.

a. NHGH40 - Obligation Commitment List - produced by OPLOC monthly, and at least twice monthly during the last quarter of the FY.

(1) Outstanding Miscellaneous Obligation/Reimbursement Document (MORD) & Blanket Orders:

(a) Balance and reconcile MORD & Blanket Orders.

(b) Certify and retain IAW 177-103, chapter 24.

(2) Outstanding AF Form 616:

(a) Balance and reconcile with local AF Forms 616 issued.

(b) See TASK - AF Form 616 for procedures.

(c) Certify and retain IAW AFR 177-103, chapter 24.

(3) Travel Request - reconcile no less than twice a month:

(a) This listing is only produced if there are outstanding travel requests.

(b) Research travel requests that have not been obligated. Contact issuing organizations, if necessary.

b. NHGH30 - Follow-up/Suspense Control List and NHGG00 - Outstanding Orders/Advance List - required to be run by ANG not less than monthly, and at least twice monthly during the last quarter of the FY. This requirement falls under the tri-annual ODL Certification requirement (NHGG00 is used in lieu of the ODL for certification) **Priority must be placed on accomplishing this task.**

(1) Receive IATS "Due US" letters, Pay Adjustment Authorizations (DD Forms 139), and Outstanding Advance letters from ANG and annotate appropriate listing of action taken.

(2) Any remaining items not annotated must be followed-up directly with the traveler/unit and documented accordingly.

(3) Use listing to follow-up on outstanding claims and type transaction 14 debts.

(4) Annotate with status and action taken.

(5) Certify and retain IAW AFR 177-103, chapter 24.

(6) If collection action is required, generate DD Form 139, forward to appropriate payroll office, maintain copy for local file, and send copy to the servicing ANG.

c. IATS "Due US" letters:

(1) Printed from IATS at ANG as voucher is produced.

(2) Letter forwarded to the traveler and a copy is maintained by ANG to annotate the ATRAS listing.

(3) Copy of letter is suspended for 15 day follow-up:

(a) If traveler has not responded at 15 day mark, send second request.

(b) If traveler responds, initiate proper collection action.

(4) On 31st day IATS will produce DD Form 139 (see Item e below).

d. IATS Outstanding Advance Letters - Daily requirement:

(1) IATS System Administrator will produce letters using Suspense module. Ensure the local ANG's company code is used to initiate collective action.

(2) Letter will be forwarded to the traveler and a copy is maintained by ANG to annotate the ATRAS listing.

(3) Copy of letter is suspended for 15 day follow-up:

(a) If traveler has not responded at 15 day mark, send second request.

(b) If traveler responds initiate proper collection action.

(4) On 31st day IATS will produce DD Form 139 (see Item e below).

e. DD Form 139 - Daily Requirement.

(1) IATS System Administrator will produce automated DD Form 139 using Suspense module.

(2) Forward original DD Form 139 and supporting documentation to the appropriate payroll office and maintain a copy at ANG to annotate the ATRAS listing. If DD Form 139 is for a member of another service or DOD Agency, distribute IAW AFR 177-103.

NOTE: DD Form 139 must contain "Due Process" statement or attached consent form with member's signature. See DOD FMR Volume 7 for guidance.

(3) Copy will be retained by ANG for possible inquiry. Dispose upon completion of collection action.

(4) Close IATS indebtedness upon confirmation of collection action by appropriate payroll office.

f. NHGH80 - Outstanding Transportation Document List - is required to be run by the OPLOC not less than monthly.

(1) Five part listing used to follow-up on all outstanding transportation documents. See AFM 177-326, chapter 3, paragraph 4.15 for breakout.

(2) AFR 177-103, chapter 24, paragraph 46 provides specific follow-up instructions.

(3) Certify and retain IAW AFR 177-103, chapter 24. This falls under tri-annual ODL Certification requirements.

✶14. TASK - Fiscal Year (FY) End Close Out - Guidelines for the OPLOC - ANG to Ensure Fund Controls are Firmly Established During FY Close-Out.

References: AFR 177-103, chapter 24
AFM 177-370, chapter 30.

a. Follow-up on commitments using applicable NHGH listing to ensure that all commitments are obligated or decommitted by 30 Sep of the current FY.

b. Review and follow-up on Automated Travel Record/Accounting System (ATRAS) Outstanding Orders/Advance Listings twice a month during the last fiscal quarter.

c. Establish, abide by and enforce cut-off dates established by the ANG and OPLOC, not later than 15 Sept of current FY.

d. Upon receipt from transportation process documents from TMO.

NOTE: Ensure all responsible agencies forward copies of obligating documents on a daily basis by most expedient means (e.g. FAX).

e. Travel orders must include both FY fund cites if the order covers two fiscal years. Certify current year only and validate next FY (time constraints may require obligation be established for current year funds). Cost estimates will be broken down by appropriate FY.

f. Review outstanding By-Others cycles to ensure appropriate obligation exists.

g. Ensure current obligations are entered and a suspense copy is used for obligation of the new FY funds when order contains two (2) fiscal years.

✶15. TASK - By-Others Transactions Received from Payments Processed by Another Station Using Your OAC/OBAN.

References: AFM 177-370, chapters 30-32
AFR 177-101, chapter 27

a. Receive By-Others register from OPLOC. Processes hard copy For-Self vouchers, Transportation Requests (TRs), Government Bills of Lading (GBLs), Passenger Transportation Warrants (PTWs), Military Transportation Authorization (MTA) billings.

b. Receive register for DA 14-94s for payment of TRs and GBLs.

c. Receive Voucher for Transfers Between Appropriations or Funds (SF 1080) billing from HQ AMC for payment of MTAs.

d. Ensure accounting classification on By-Others register agrees with transactions to be input into Automated Travel Record Accounting System (ATRAS).

e. If accounting classification does not agree, process a Journal Voucher (JV) or prepare and forward the Voucher and Schedule of Withdrawals and Credits (SF Form 1081) to the OPLOC/ARM as appropriate.

f. Reject invalid charges using Advice of Reject (AF Form 1543 or AF Form 1544), as appropriate.

g. Prepare and furnish OPLOC/ARM two copies of adjustment vouchers and three copies of rejects.

h. Balance input with OPLOC/ARM and make corrections as necessary.

i. Coordinate with OPLOC to resolve problem transactions.

j. Use Travel Master History Print indicator on frame TV01 IAW AFM 177-370 to check for transactions not showing on the TV07, Inquiry Screen.

16. TASK - Transportation Documents - Procedures Used to Obligate Transportation Source Document.

References: AFM 177-370, chapter 30
AFR 177-103, chapter 24.

a. ANG receives all passenger transportation documents i.e., individual Transportation Requests (TRs), Passenger Travel Warrants (PTWs), and Military

Transportation Authorities (MTAs), Receipt for Unused Transportation Request and/or Tickets Including Unused Meal Tickets (DD Form 730), involving For-Self funds, from the TMO at least weekly.

b. Obligate/deobligate funds for these documents. Forward For-Others documents to appropriate accountable agency.

c. Receive all Government Bills of Lading (GBLs) involving For-Self funds, from the TMO at least weekly.

d. Obligate funds for these documents via input through ATRAS. Forward copies of For-Others to appropriate accountable agency.

✶17. TASK - Commercial Travel Office/Scheduled Airline Ticket Office (SATO) Billings - Procedures Used to Process Commercial Airline Tickets Used for Official Travel.

NOTE: Fax copies of the Airline Payments cover sheets and appropriation information to the OPLOC Disbursing for input into IPC at least one day prior to the payment date then mail the original Airline Payment to Disbursing for disposition (preparation of the SF Form 1186 for forwarding to GSA by the end of month)

References: AFR 177-103
Transportation Ticket Obligation, Payment/Refund System
(TTOPRS) Users Guide
DFAS-DER 177-102.

a. TTOPRS (if applicable):

(1) Receive floppy disk containing the obligation input file, three part listing titles Ticket and Ticket Refund Report, and supporting documents (travel orders and Passenger Name Record (PNRs)). Put floppy into the TTOPRS system to process ticket information and create For-Self obligation transactions in General Accounting Microcomputer Processing System (GAMPS). Upload created transactions into BQ/ATRAS via GAMPS.

(2) If using Government Charge Card contract, discount check will be received from Commercial Travel Office (CTO)). Prepare collection voucher see TASK - Collections.

(3) Receive billing and floppy disk; process IAW TTOPRS user's guide:

(a) Public Voucher for Purchases and Services Other Than Personal (SF 1034) and Public Voucher for Transportation Charges (SF 1113), as applicable, will be certified by Transportation Management Office (TMO).

(b) Verify that the date received by TMO is annotated. (Prompt Payment window begins).

NOTE: This is an Interest Penalty process. Failure to meet suspense date will require interest computation. Contact OPLOC Vendor Pay Branch for instructions or refer to DFAS-DER 177-102.

(4) TTOPRS will create a MAFR file, see TASK - MAFR for processing procedures.

b. Other processing procedures:

(1) Receive billing package from TMO with certified SF Form1034/SF Form 1113 and supporting documents.

(2) Build appropriate spread sheet, local or manual procedures, using the ticket amount and accounting classification data from the orders.

(3) See TASK - MAFR processing for manual vouchers.

(a) Assist OPLOC as required to resolve problems.

✶18. TASK - Miscellaneous Automated Travel Record Accounting System Products (ATRAS) - Computer Products Created after End-of-Day Processing from ATRAS Input.

Reference: AFM 177-326.

a. NHGD20 - Individual Printout - Programmatic print based on the status indicator on the Travel Master Record.

(1) Requested when the status indicator is changed to 1 on frame TV01 and is received 5 days prior to departure for PCS.

(2) If open details exist on records with a status indicator other than 0, the printout will be produced at 90 and 180 days or until detail is closed.

(3) When the status indicator is changed to 2, the Retirement Transfer Print is produced 395 days after departure.

(4) If open details exist, take appropriate follow-up action.

b. NHGA50 - Mini-Orders List.

(1) Output disk file of all order obligations created using frame TV03 and verify mini-master and order detail to ensure data input was correct and master record does not exist with a different Social Security Number (SSN).

(2) Download from ATRAS using GAMPS.

(3) Upload file to IATS. (Should be done as soon as possible to expedite voucher processing).

(4) Correct records if appropriate.

(5) The banner page of this listing also contains the file name/qualifier to obtain travel order interface for IATS.

b. NHGA30 - End-of-Day For-Others Daily Audit List.

(1) Verify transactions processed using frame TV08 with the source documents.

(2) Ensure transactions processed using frame TV06 were valid and should not have been processed on frame TV08.

(3) Make correction as necessary.

c. NHGA40 - Travel Accounting Adjustment Audit/Transportation Obligations.

(1) Verify transactions that adjusted BQ accounting records using frame TADJ.

(2) Verify transportation obligations established using frame TV04 were valid.

(3) Make corrections as necessary.

✶19. TASK - JUMPS Miscellaneous Deductions Listing - Payroll Collections Generated by DD Form 139.

NOTE: The JUMPS miscellaneous deductions are to be processed by the local servicing ANG.

a. Monthly listing/check received from DFAS-Denver.

(1) Prepare voucher using IATS (one voucher for each line on JUMPS listing).

(2) Annotate file copy DD Form 139 with amount collected, voucher number, and date and retain copy until collection is complete.

20. TASK - Replacement Check Procedures - Procedures to Issue a Replacement for a Check That has Been Lost or Stolen.

Reference: DoDFMR, Volume 5, chapter 8.

a. Upon notification from a customer that a government check has been lost or stolen, assist the customer with preparation of Statement of Claimant Requesting Recertified Check (DD Form 2660).

b. Forward original and one copy of DD Form 2660 to Disbursing Division at the OPLOC by most expedient means. Retain a copy for possible follow-up.

c. Assist OPLOC as requested.

d. Dispose of retained copy upon notification of final action from OPLOC.

21. TASK - Government Charge Card Program - Department of Defense (DOD) Program to Utilize Government Charge Card for Expenses Associated with Official Travel.

Focal point for administration of Government Charge Card program.

22. TASK - Miscellaneous W-2 Program - Procedures for Reporting Income and Taxes Withheld Associated with Travel Payments.

Reference: AFR 177-103, chapter 15.

NOTE: This will change with implementation of IATS 5.1.

a. Provide Travel Accounting Branch at the OPLOC copies of all vouchers requiring issuance of a TD Form W-2.

b. Assist OPLOC with reconciliation as required.

23. TASK - Withholding Tax Allowance/Relocation Income Tax Allowance (WTA/RITA) - Payment to Substantially Reimburse

Authorized Employees for Additional Taxes Incurred as a Result of Relocation.

References: JTR , Volume II, chapter 16
AFR 177-103, chapter 15.

a. WTA:

(1) During inprocessing briefing, advise employee that WTA is an advance of the RITA payment and is optional.

(2) WTA will be recouped if RITA is not filed as required in year 2.

b. RITA:

(1) Maintain a payment/information file with all source documents for each employee.

(2) In January, advertise requirement to file RITA claim.

24. TASK - Monthly Outstanding Orders/Advances Retrieval - Retrieval to Report the Number and Age of Outstanding Orders and Advances.

Reference: AFR 177-103, chapter 24.

a. Schedule retrieval at end-of-month.

b. Forward copy to DFAS-DE to arrive no later than the 10th workday of each month.

c. A brief statement must be included with report explaining items aged over 60 days.

d. Assist OPLOC, as required, to explain outstanding advances over 60 days.

25. TASK - Systems - Computer Programs Used Within the Travel Accounting Branch.

References: AFR 177-103
AFM 177-370
AFM 177-326
Integrated Automated Travel System (IATS) Users Guide

Transportation Ticket Obligation, Payment/Refund System
(TTOPRS) Users Guide
Miscellaneous W-2 Instruction Guide
Per Diem Rate Maintenance System (PDRMS) Users Guide.

a. Automated Travel Record/Accounting System (ATRAS):

(1) System used to process obligation, payment, and adjustment/correction transactions to Standard Base Level General Accounting and Finance System (GAFS).

(2) Contains the Master Travel Record, which is used for storing travel history information and researching outstanding items.

(3) Produces end-of-day products.

(4) Request and schedule additional products as required.

b. TTOPRS:

(1) System used to process obligation transactions for commercial airline tickets, obtained through a Commercial Travel Office (CTO) or Traffic Management Office (TMO).

(2) Personal Computer (PC) based program located within the Travel Branch.

c. IATS:

(1) System used to process and control travel claims.

(2) Local Area Network (LAN) or PC based system located in the Travel branch.

(3) Update with the payroll file provided via DJMS by DFAS-DE after every payroll cutoff.

(4) Update per diem rates monthly using a file downloaded from DJMS, JTABLE II, or from the ANG file server (FMB IATS directory).

(5) DFAS-DE periodically provides program releases by mailing floppy discs to all locations.

E. FINANCE: DISBURSING DIVISION (Chapter 8)

NOTE: Before starting cash operations input into the Integrated Paying and Collecting System, (IPC), ensure that Operating Location (Accountability Branch) has changed to the new business day and that the accommodation exchange rates (if applicable) have been updated.

1. TASK – Change Business Date (only after all FSO/Reserve DD Forms 2657, Daily Statement of Accountability, are balanced and received).

Not applicable

✶2. Task - Process Daily Collections.

NOTE: See TASK 8-4 for Processing Daily Collections.

3. TASK - Perform Accommodation Sales (As Required).

Not applicable.

✶4. TASK - Process Emergency Payments and Daily Collections.

NOTE: OPLOC will be responsible for appointment of agents in the event of an emergency or contingency. Cashier function will only apply in the event cash/negotiable instrument collections are received. There is no cash disbursement function.

ANG will act as agents in the event of an emergency or contingency in accordance with prescribed directives.

5. TASK - Process Centralized Returned and Undeliverable Checks.

ANG will assist OPLOC as necessary.

✶6. TASK - Automated EFT Processing.

a. Follow instructions from the OPLOC.

b. Assist OPLOC in performing EFT trace research for EFT rejects.

(1) Verify routing and account number is correct

(2) Contact receiving bank on status.

✶7. TASK - Processing Payments Via the OPLOC.

a. Ensure all payment vouchers are reviewed and contact OPLOC with payment information when completed. Send validated totals to OPLOC. This is performed by personnel outside of travel.

b. Upload payment files to mainframe by the time designated by the OPLOC. These files include both check and EFT payments.

c. Forward SATO vouchers to the OPLOC for payment and disposition.

8. TASK - Process Daily U.S. Treasury/LDA Checks.

NOTE: Check Payments are scheduled 1 business day ahead.

a. Transfer automated files to the mainframe for upload into IPC by OPLOC Disbursing.

b. Maintain original vouchers in voucher number sequence in a locked container until EOM

9. TASK - Preparation of Treasury Checks for Cash.

Not applicable.

10. TASK - Balance Cashier Accountability.

Not applicable.

11. TASK - Balance Overall Daily Accountability

Preparation of DD Form 2657, Daily Statement of Accountability:

Not applicable

12. TASK - Process Returned and Undeliverable Checks (Manual), Bonds and Mailed Remittances – DD Form 2658.

NOTE: See TASK 21 for Processing of Returned and Undeliverable Centralized Checks.

Not applicable

13. TASK - Check Issue Verification Procedures.

Not applicable.

✶14. TASK - IPC/MAFR Reconciliation Program.

Reference: Travel and MAFR Sections of Chapter 6 & 7.

When contacted by the OPLOC, perform necessary research.

15. TASK - Deposit Reporting.

Not Applicable.

✶16. TASK - Change Fund Procedures (Local Area) (Manual).

a. Change Fund.

(1) Establishment and appointment will be accomplished in accordance with DoDFMR 7000.14-R, Volume 5, section 0208.

(2) Advance of Funds will be accomplished in accordance with DoDFMR 7000.14-R, Volume 5, paragraph 030401.

(3) Financial Services Office sends copy of DD Form 1081, Statement of Agent Officer's Accountability, and approval letter to the OPLOC.

(4) Change fund letter for audit and certification will be received from OPLOC upon completion of audit certification return OPLOC within suspense date.

17. TASK - Voucher Controls and Disposition (Manual).

a. Use Voucher Control Log to ensure it agrees with each functional area and that all voucher numbers are accounted for and entered into accountability records. Ensure that reflected "Missing Vouchers" are systematically accounted for. Customize the report by pen and ink to reflect the actual vouchers being forwarded to DFAS-DE.

b. Original Vouchers are under the direct control of the Comptroller secured in a locked container within a locked facility.

c. Disposition of Original Vouchers are in accordance with DoDFMR 7000.14-R, Volume 5, section 200303.B and C.

d. Mail boxed documents to DFAS-DE/WADR no later than the 6th workday after the end of month processing in accordance with DoDFMR 7000.14-R, Volume 5, paragraph 200303.C.

e. When verifying vouchers, if other than a cash voucher is missing, obtain a copy of the voucher from the applicable functional area; stamp it "Duplicate Original" and include with the remaining vouchers. Any missing vouchers paid in cash are processed as a loss of funds if the payee can't be located/reached to reaccomplish.

✶18. TASK - Dishonored Checks.

a. Coordinate and forward to OPLOC.

NOTE: OPLOC is responsible for processing collection documentation information copy along with check will be returned to ANG. For example ANG may debit members military pay to receive funds.

19. TASK - Check Reports (Semimonthly).

Not applicable.

✶20. TASK - Reports (Monthly).

a. Prepare DD Form 2666, Letter of Transmittal: Prepare as OPLOC instruction. This will be used for travel vouchers only.

21. TASK - Other Cash Procedures (As Required) (Manual).

Not applicable.

22. TASK - Miscellaneous Check Responsibilities (Treasury and Limited Depository Account (LDA)).

Not applicable.

23. TASK - Foreign Currency Operations (Limited Depository Account (LDA)).

Not applicable

24. TASK - Process Deposit Out-Of-Balances With the U.S. Treasury.

Not applicable.

25. TASK - End of Fiscal Year Procedures.

Any questions about fiscal year end processing should be referred to the OPLOC.

26. TASK - Procurement of U.S. Treasury Check Stock.

Not applicable.